

Formal contract cancellation letter

Subject: Notice of Contract Cancellation

Dear [Recipient Name],

I am writing to formally notify you that we wish to cancel the contract [Contract Number/Name] effective [Cancellation Date]. Despite our appreciation for your services, certain circumstances necessitate this termination in accordance with the terms outlined in the contract.

We request that all outstanding obligations be settled and any pending deliverables be returned or completed before the effective date. Please acknowledge receipt of this cancellation notice.

Sincerely,

[Your Name]

[Title / Organization]

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