

Cancellation for non-fulfillment of contract terms

Subject: Termination of Contract

Dear [Recipient Name],

It has come to our attention that the agreed-upon terms of contract [Contract Number/Name] have not been met. As such, we are left with no choice but to terminate the agreement effective immediately.

We request a final settlement and return of any materials or payments in accordance with the contract. Thank you for your understanding.

Regards,

[Your Name]

[Organization]

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