

Formal cancellation letter for dealership agreement

Subject: Cancellation of Dealership Agreement

Dear [Dealership Manager's Name],

I am writing to formally notify you of my decision to cancel the dealership agreement for [Product/Service] effective immediately / from [Date]. This decision has been carefully considered due to [reason: financial constraints, market changes, operational challenges, etc.].

I request confirmation of the cancellation and any necessary steps required for a smooth closure of our contractual obligations. I also request the return of any deposits or advance payments made, in accordance with the agreement terms.

I appreciate the cooperation and support provided by your team during the course of our engagement and hope for a professional closure.

Sincerely,

[Your Name]

[Company Name / Position]

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