

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Contract Cancellation Notice

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of my decision to cancel the contract [Contract Number or Title] dated [Contract Date] between [Your Name/Your Company Name] and [Recipient Company Name].

As per the terms outlined in the contract, I am providing this notice in accordance with the required [notice period, if applicable] notice period. My reasons for cancellation include [brief reasons, if necessary].

Please confirm the receipt of this cancellation notice and let me know if any further actions are required on my part to finalize the cancellation process.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]