

Cancellation of Contract

[Your Name]
[Company Name]
[Address]
[City, State, Zip]

[Date of Letter]

[Recipient's Name]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's Name],

I am writing you today to cancel our contract that is dated [xx/xx/xxxx] for the sale of the following items: [Describe the items that you are cancelling the contract for]

Our contract is being cancelled for the following reasons: [State in detail why the contract is being cancelled]

Cancellation of the above referenced contract is effective immediately for violating the terms and conditions that were stated in our contract as stated above. Please call me at the phone number found above if you have any questions regarding this contract cancellation.

Best regards,

[Sign here]

[Type Name]

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