**CANCELLATION LETTER**

**From:**

**[NAME]**

**[ADDRESS]**

**[INSERT DATE]**

**To:**

**[RECIPIENT NAME]**

**[ADDRESS]**

**RE: [TITLE OF CONTRACT TO BE TERMINATED]**

Dear [INSERT RECIPIENT NAME],

On [DATE] I entered into a contract with you, of which I have decided I no longer wish to proceed with. This letter serves as a notice to you of our intent to terminate the above written contract with you in accordance with the terms and conditions of the contract. Please use this letter as our notice not to renew the contract.

Termination of this contract will be effective as of [TERMINATION DATE]. Please can you confirm that the contract has been cancelled within 7 working days of receiving this letter, by emailing [EMAIL ADDRESS].

If you have any questions about this cancellation letter, please do not hesitate to get in touch at [PHONE NUMBER].

Sincerely,

[PRINTED NAME]