

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Cancellation of Contract – No Fault

Dear :

I am writing to cancel the contract that we agreed upon on Date. I am canceling the contract for the following reason: .

I am in accordance with the terms and conditions of the contract while not accepting any responsibility for the cancellation of this contract or repercussions of the cancellations. I have included a copy of the contract with the said term highlighted.

Please contact me if you have any questions, regarding this contract.

Sincerely,

Name