

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

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

Re: Cancellation of Contract – Business to Customer

Dear :

{Name of Company} is canceling the contract that was signed on {date} with {customer}. As of {date}, the stipulations stated in the contract are void and null. We are canceling the contract for the stated reasons: {reasons}.

We apologize for any inconveniences this may cause. Please contact us if you have any questions.

Sincerely,

N A M E