

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		
Company		
Address Line		
City, State Zip Code		

Re: Cancellation of Contract – At Fault

Dear :

We are sorry, but we are canceling our contract for {date}. Our reasons for this cancellation are as follows: {reasons}.

We apologize for this inconvenience. Please contact us if you have any questions regarding this cancellation.

Sincerely,

N A M E