



## Re: Notice of Cancellation of Contract

Dear \_\_\_\_\_,

I am writing you this letter to notify you that we are canceling the \_\_\_\_\_ Contract between us, dated \_\_\_\_\_. As stipulated in the Article \_\_\_\_\_ of the Contract, termination of the agreement shall be rendered with \_\_\_\_\_-days prior notice, this notice is sent for the effectivity of cancellation on \_\_\_\_\_.

I request confirmation of the cancellation and any necessary steps to conclude any outstanding matters or obligations as per the contract terms. Kindly acknowledge receipt of this notice in writing at your earliest convenience.

In this regard, please send us the applicable invoices due. We also would like to take the opportunity to remind you that notwithstanding the cancellation of the contract, other terms, conditions, and obligations regarding the termination of the Contract as stipulated in the contract, shall become applicable/demandable.

I appreciate your prompt attention to this matter and expect a smooth and amicable resolution. If you require any further information or documentation regarding this cancellation, please do not hesitate to contact me.

Thank you for your understanding and cooperation in this matter.

Regards,



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