[Name of Recipient]

[Address of Recipient]

Date:

[Sender’ Name]

[Sender’s Designation]

**Subject: Contract Cancellation Letter**

Dear Mr./Mrs. [name of the Recipient],

This is to inform you that our company [name of the Company] would like to cancel the contract for the supply of 200 printers with your company [name of the recipient’s Company]. On [mention the Date], both the companies entered into the contract but now on behalf of the executive management of the company, I am writing this letter to make the cancellation of contract official.

[State the reasons for cancellation in bullet points, if possible]

Feel free to contact me for any further details or information.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]