

Contract Termination Sample Letter

A letter for canceling a contract is a formal declaration of your intent to end all business relations with another party that you have previously entered into an agreement or contract with. Below is the proper format and tone that should be used when writing a letter to cancel a contract or agreement.

John Smith
1234 Main Street
Arlington, TX 76010

December 1, 2010

Mr. Jack Johnson
Vice President
Johnson Delivery Service
25 South Street
Fort Worth, TX 76052

Dear Mr. Johnson,

This letter is being written to confirm that as of tomorrow 12/02/2010, I will no longer need to use Johnson Delivery Service. I have been pleased with our prior relationship and it is my wish that we part on good terms, I have decided to use another delivery service due to their ability to serve me sooner in the morning.

My contract agreement with Johnson Delivery Service for the calendar year expires 12/31/2010. Please use this letter as our notice not to renew that contract. This is outside the standard 20 days notice required by the contract that I signed. Please feel free to contact me with any additional issues you may have regarding this contract termination letter.

Best wishes,

John Smith