

June 29, 2023

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: NOTICE OF CANCELLATION OF CONTRACT

Dear [CONTACT NAME],

Notice is hereby given that we cancel our contract dated [DATE] for the sale of [DESCRIPTION OF GOODS] to [NAME OF FIRM], for the following reason:

That on [DATE], you breached said contract in the following respect:

Cancellation of said contract is effected in respect to that certain installment delivered on [DATE], and for any subsequent delivery of goods, contracted for in said contract, inasmuch as your breach impairs the contract as a whole.

[WE CLAIM DAMAGES FROM YOU IN THE AMOUNT OF [AMOUNT]]

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com