

Contract Cancellation Letter to Client

Jane Smith

Account Manager

XYZ Solutions

789 Maple Street

Springfield, IL 62702

July 19, 2024

Acme Corporation

101 Pine Street

Springfield, IL 62703

Dear Acme Corporation,

Subject: Cancellation of Contract

I hope this letter finds you well. I am writing to formally notify you that XYZ Solutions has decided to terminate the contract for IT support services, effective August 2, 2024.

This decision has not been made lightly, and we have thoroughly considered all factors before coming to this conclusion. Due to changes in our company direction, we find it necessary to make this difficult decision.

We are committed to ensuring a smooth transition and will work with you to facilitate the handover and completion of any pending work. Please let us know if there are any specific areas where you need assistance or have questions regarding this transition.

We want to express our sincere gratitude for the opportunity to work with Acme Corporation. Your business has been greatly valued, and we appreciate the trust you have placed in us.

Please feel free to contact us if you need any further information or assistance regarding this matter.

Thank you for your understanding and cooperation.

Yours sincerely,

Jane Smith
Account Manager
XYZ Solutions