

CONTRACT CANCELLATION LETTER

To: _____

From: _____

Subject:

Cancellation of Contract Agreement

Contract Information:

Contract Title: _____

Parties Involved: _____

Contract Effective Date: _____

Reason for Cancellation:

Please consider this letter as formal notice of cancellation of the contract referenced above. This cancellation is made in accordance with the terms and conditions stipulated in the original contract and applicable United States law. The reason(s) for cancellation include but are not limited to the following:

- Breach of contract by one or more parties.
- Failure to perform contractual obligations within agreed timelines.
- Mutual agreement to terminate the contract.
- Other legally valid reasons as applicable.

Effect of Cancellation:

Upon receipt of this cancellation notice, all parties shall be released from any further obligations or liabilities under the contract, except for those expressly stated otherwise in the original agreement or required by law. Any payments made prior to cancellation shall be handled as follows:

- Refunds due shall be processed promptly and in accordance with the contract terms.
- Any outstanding balances shall be settled within a reasonable period.
- Confidential information exchanged shall be returned or destroyed as agreed.
- Neither party shall be liable for damages resulting solely from this cancellation.

Governing Law and Jurisdiction:

This cancellation letter and any related matters shall be governed by and construed in accordance with the laws of the United States of America and the applicable state law agreed upon in the original contract. Any disputes arising from this cancellation shall be subject to the exclusive jurisdiction of the courts identified in the original contract.

Acknowledgment and Agreement:

By signing below, the parties acknowledge and agree to the cancellation of the contract as outlined in this letter, and confirm that all outstanding issues have been addressed satisfactorily or will be resolved in good faith.

CANCELLING PARTY SIGNATURE

Full Name: _____

Title/Position: _____

Date: _____

Signature: _____

RECEIVING PARTY SIGNATURE

Full Name: _____

Title/Position: _____

Date: _____

Signature: _____

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