[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: NOTICE OF CANCELLATION OF CONTRACT**

Dear [CONTACT NAME],

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

On [DATE], you breached the said contract in the following respect: [SPECIFY]

The cancellation of the said contract is effected *in re*spect to a certain installment which is delivered [DATE]. Any subsequent delivery of goods pursuant to our contract, inasmuch as your breach breaks the contract as a whole.

[OPTIONAL: We claim damages from you in the amount of [AMOUNT].]

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]