

CANCELLATION OF SERVICES LETTER (DESIGNER)

[DATE]

[NAME OF CLIENT]

[NAME OF BUSINESS OF CLIENT]

[ADDRESS OF CLIENT]

[CITY, STATE, ZIP CODE]

RE: Termination of Contract

Dear [NAME OF CLIENT]

Pursuant to section [INSERT TERMINATION SECTION IN AGREEMENT OR ENGAGEMENT LETTER], [COMPANY NAME] wishes to terminate the Agreement entered into on [INSERT DATE OF AGREEMENT OR ENGAGEMENT LETTER]. This letter is formal notification that [COMPANY NAME] will no longer be providing you services as of [DATE]. The reason for cancellation is [REASON—such as failure to pay]. I have enclosed copies of the unpaid invoices. We have sent two reminders, of which the copies are also enclosed.

As of [DATE], we are no longer contracted to provide services for [CLIENT NAME] on [DATE]. We have followed all terms and conditions set down in the contract for cancellation of said contract. If you have any questions, I can be reached at [PHONE NUMBER] or [EMAIL].

Sincerely,

[COMPANY REPRESENTATIVE NAME] SIGNATURE

[COMPANY REPRESENTATIVE NAME] PRINTED

List of Enclosures: Copies of Invoices and Request for Payment Letters