

[Current Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Notice of Project Cancellation and Contract Termination

Dear [Recipient Name],

I am writing to formally notify you that [Your Company Name] has decided to cancel the project titled "[Project Name]" and terminate our agreement effective [Termination Date].

This decision is based on a direct demand from our client, who has requested the immediate cessation of all work related to this specific assignment. As a result, we are required to discontinue our engagement with your services at this time.

Please cease all work immediately and provide a final invoice for all services rendered and approved expenses incurred up to the date of this notice. We also request that you return all project-related materials, data, and intellectual property currently in your possession by [Return Date].

We appreciate the effort you have put into the project thus far and thank you for your understanding regarding this client-driven decision.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]