

Company name

Street Name and Number

Postcode and City

Country (State)

Dear [First name],

Working with you company for the past two years has been an excellent experience. Unfortunately we have to inform you that our Company has no longer need of your services. This is because our management has decided to move our marketing strategies in the different direction, and consequently to involve new partners in our business. Since the consulting services you have provided for our company are not complementary with current marketing strategy we have to cancel our contract with you.

We take this opportunity to thank you for the wonderful work you have done for us so far. Nevertheless we hold high hopes to remain on good terms with you and your company, and if we require services similar to what you have provided for us in the past, we would certainly like to consider you again.

Kind regards,

Name Surname

Position, Company