**Letter Withdrawing From Contract Example**

Your Name  
Job Title  
Company  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title

Organization  
Address  
City, State Zip Code

Dear Mr./Ms. Last Name:

Please consider this letter our formal withdrawal from our contract with Upstate Consultants. This contract expires on July 31 20XX and we will not be renewing for 20XX.

Our relationship with Upstate has been an incredible experience. You have been a valuable resource for our company and we truly appreciate the work you have done for us as clients. I greatly enjoyed working with such a unique group of people, and I am very thankful for the time we shared.

I will always appreciate all of the work you have done for us at Upstate Consulting. Please let me know if there is anything I can do to tie up any loose ends. I wish you all the best.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name  
Job Title