From,

Mr. Valentino,

Site manager,

Zycus business ltd

To,

Mr. Simon,

Construction material dealer

Dear Mr. Simon,

This letter will reach you with the news that the agreement between the two of us for the construction material has been cancelled. The cancellation of the agreement has been done on the grounds of quality of the construction material which has been provided from your firm. You shall be completely aware of the fact that, the agreement had the clause of cancellation on the ground of inferior quality construction material.

This very clause has been put into effect after the quality of the construction material did not improve even after repeated complaints. The intimation of the cancellation of the agreement has been made in prior. The accounts shall be settled as per the cancellation clause as soon as possible. In case of any grievance from your side, a reply to this cancellation letter is expected within five days; otherwise the cancellation of the agreement shall be put on the legal paddle.

Yours sincerely,

Mr. Valentino.