

ROOFING CONTRACT CANCELLATION LETTER

John Smith
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Anytown, USA 12345
john.smith@email.com
(555) 555-5555
September 15, 2023

ABC Roofing Services
456 Main Road
Your City, USA 67890

Dear ABC Roofing Services,

I am writing to formally cancel our roofing contract, dated July 1, 2023, for the roofing project at 789 Maple Lane. This decision is not made lightly and is based on the following reasons:

The progress of the roofing work has been significantly delayed, with completion far beyond the agreed-upon timeframe.

According to the terms and conditions outlined in our contract, I believe that I am within my rights to terminate the agreement due to the aforementioned issues. Please refer to the contract section titled "Termination Clause" for details regarding the cancellation process.

To ensure a smooth and amicable termination of our contract, I request the following:

1. A final inspection of the work completed thus far to assess its current state and verify any outstanding work or deficiencies.
2. A detailed breakdown of any costs or expenses incurred up to this point, including any materials purchased or work completed.
3. A refund of any advance payments made toward the project, minus any legitimate expenses incurred by your company up to this point.
4. A clear timeline for the conclusion of the project, including the removal of any materials or equipment from the property and the return of any unused materials.

I expect that the cancellation process will be handled in a professional and prompt manner, in accordance with the terms of our contract and the relevant laws and regulations governing such agreements.

Please respond to this letter within 15 days to confirm your understanding of the cancellation and provide the necessary information and actions outlined above.

Should you have any questions or require clarification regarding this cancellation, please do not hesitate to contact me at (555) 555-5555 or john.smith@email.com.

I trust that we can resolve this matter expeditiously and without further dispute. I appreciate your prompt attention to this issue and look forward to a timely resolution.

Sincerely,

John Smith