

This "Notice of Cancellation" is prepared under the auspices of HGRBS. This is not intended for actual use as-is. Always confer with your attorney before using or approving any legal forms, including contracts.

Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Project Number \_\_\_\_\_

# **NOTICE OF CANCELLATION**

Date (mm/dd/year) \_\_\_\_\_ Time of Decision \_\_\_\_\_ am/pm

To:

From:

Concerning: Services No Longer Required

This is to inform you that your services are no longer required on this Project Number \_\_\_\_\_ at (address) \_\_\_\_\_ in the vicinity of \_\_\_\_\_ in the County of \_\_\_\_\_ in the City/Town of \_\_\_\_\_ in the State of \_\_\_\_\_.

Reasons for this Decision:

- a. \_\_\_\_\_  
\_\_\_\_\_
- b. \_\_\_\_\_  
\_\_\_\_\_
- c. \_\_\_\_\_  
\_\_\_\_\_

If there are any funds due to you for your participation on this Project Number \_\_\_\_\_ as identified above in this "Notice of Cancellation," and funds due to any Laborers and Subcontractors from whom you solicited support on these premises for whom the Owner has not yet disbursed to you funds in exchange for such participation, such due funds will be determined consistent with the agreement which was made between you and the Owner.

The Settlement meeting is scheduled for on these premises (mm/dd/year) \_\_\_\_\_ at (time) \_\_\_\_\_ am/pm. Until that time, you are not allowed on these premises without prior notice and expressed permission for each visit.

Owner's/Authorized Representative signature \_\_\_\_\_

Date signed (mm/dd/year) \_\_\_\_\_