

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Contract

I hope this message finds you well. I am writing to formally notify you of the termination of the contract dated [Contract Date], between [Your Company Name] and [Recipient's Company Name].

In accordance with the termination clause outlined in Section [Specify Section Number], we are providing [Specify Notice Period] notice of our intent to terminate this agreement effective [Termination Date].

This decision has not been made lightly, and we appreciate the opportunities for collaboration we have had during the term of this contract. We believe this course of action is necessary due to [Briefly explain reasons, if appropriate].

Please ensure that all outstanding payments and obligations are settled by the termination date. I would appreciate your timely cooperation in this matter.

Thank you for your understanding. Should you have any questions or require further clarification, please feel free to contact me at your convenience.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]