

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Notice of Contract Termination

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally notify you of the termination of the contract dated [Contract Date] between [Your Company/Your Name] and [Recipient's Company/Recipient's Name], due to a breach of contract.

The specific breaches are as follows:

1. [Detail the first breach].
2. [Detail the second breach, if applicable].

As stated in the contract, failure to comply with the terms outlined within leads to the right to terminate the agreement.

Please consider this letter as official notice of termination, effective [Termination Date].

Should you have any questions or wish to discuss this matter further, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title, if applicable]
[Your Company Name, if applicable]