

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Contract Due to Non-Compliance

I am writing to formally notify you that, effective [termination date], we are terminating the contract dated [contract date] between [Your Company Name] and [Recipient's Company Name] due to non-compliance with the terms outlined in the agreement.

Despite our previous discussions and attempts to resolve these issues, we have not seen adequate improvements regarding [specific non-compliance issues]. As a result, we believe it is necessary to take this step in the best interest of our organization.

Please consider this letter as formal notice of termination as stated in Section [relevant section] of our contract. We request that you cease all activities related to the contract immediately and arrange for any outstanding obligations to be settled by [settlement date].

We appreciate your understanding in this matter. Should you have any questions or require further clarification, please feel free to contact me directly.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]