

[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]

Subject: Termination of Contract

Dear [Recipient's Name],

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

As stated in [reference the relevant clause or reason for termination], this termination is effective [Termination Date].

Please ensure that any outstanding matters are settled by this date.

Should you have any questions or require further clarification, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company, if applicable]