

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Contract Termination

I am writing to formally notify you of the termination of our contract dated [Contract Date], in accordance with the terms outlined in Section [X] of the agreement. This decision is effective as of [Effective Termination Date].

We have appreciated the opportunity to work together. However, due to [brief explanation of reason], we find it necessary to end our contract. Please ensure that all final invoices are submitted by [Final Invoice Due Date] for any outstanding payments. We will take steps to ensure a smooth transition and will cooperate during this process.

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

Sincerely,

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