

[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: Termination of Business Contract

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

As per the terms outlined in Section [X] of our agreement, we are providing [number of days] days' notice of termination. The effective termination date will be [Effective Termination Date].

We appreciate the opportunity to have worked together and wish you success in your future endeavors.

Please confirm receipt of this letter and your understanding of the termination details.

Sincerely,

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