

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

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

Dear [Recipient's Name],

Subject: Termination of Contract Agreement

I hope this letter finds you well.

I am writing to formally notify you of my decision to terminate the contract agreement dated [Contract Date] between [Your Company/Your Name] and [Recipient's Company]. As per the terms outlined in the agreement, this termination will be effective [Effective Date], providing [X days/weeks] notice as required.

The reasons for this termination are [briefly state reasons if appropriate].

Please ensure that all outstanding payments and obligations are settled by [Final Settlement Date]. If you have any questions or need further clarification regarding this termination, please feel free to contact me. Thank you for the cooperation throughout our partnership.

Sincerely,

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