

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

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

Dear [Contractor's Name],

Subject: Termination of Contract

I hope this letter finds you well.

This letter serves as formal notice of termination of our contract dated [Contract Date] regarding [Project Name/Description], effective immediately as of [Termination Date].

The decision to terminate the contract was made due to [specific reasons for termination, e.g., failure to meet project deadlines, quality issues, breach of contract terms, etc.]. Despite efforts to resolve these matters, we find it necessary to conclude our agreement at this time.

Please prepare an invoice for any materials or services that have been completed up to the date of termination. We will settle any payments due within [specify payment terms, e.g., 30 days] of receipt of your invoice. We appreciate your efforts on the project and wish you the best in your future endeavors.

Sincerely,

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