

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Contract Due to Breach

I hope this letter finds you well.

I am writing to formally notify you that our contract dated [insert contract date] is being terminated effective immediately due to your breach of contract. Specifically, [describe the breach, including dates and specific terms violated].

Despite previous communications regarding these issues, no satisfactory resolution has been reached. Therefore, in accordance with [reference any relevant clauses or legal provisions], I am compelled to terminate our agreement.

Please ensure that all outstanding obligations are addressed promptly, including [mention any outstanding payments, return of property, etc.]. I appreciate your immediate attention to this matter. Should you wish to discuss this further, please feel free to contact me at your earliest convenience.

Sincerely,

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