

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

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

Dear [Recipient's Name],

Subject: Termination of Contract - [Contract Name/Number]

I hope this letter finds you well.

I am writing to formally inform you that [Your Company Name] has decided to terminate the contract [Contract Name/Number] dated [Contract Date], effective [Termination Date].

The termination is being initiated due to [briefly state reason for termination, if appropriate]. As per the conditions outlined in the contract, we have adhered to the required notice period.

Please confirm the receipt of this letter and the acceptance of the contract termination. We appreciate the collaboration we have had and wish your company continued success in the future.

Thank you for your understanding.

Sincerely,

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