

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

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

Subject: Notice of Contract Termination

Dear [Recipient Name],

I hope this message finds you well.

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

[Optional: Reason for Termination, if applicable.]

Please confirm receipt of this letter and the termination of the contract. I appreciate your understanding in this matter.

Thank you for the cooperation during our time working together.

Sincerely,

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