

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

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

Dear [Recipient's Name],

Subject: Notice of Contract Termination

I am writing to formally notify you of my decision to terminate the contract dated [Contract Date] between [Your Name/Your Company Name] and [Recipient's Company Name]. This decision is made in accordance with Section [Insert Section Number] of our agreement, which permits termination under the specified conditions.

The reason for this termination is [insert reason, e.g., "due to non-performance," "a mutual agreement," "changes in business strategy," etc.]. After careful consideration, I believe this course of action is in the best interest of both parties.

As per the terms outlined in our contract, the effective date of termination will be [Effective Termination Date, usually providing notice period as per contract terms]. Please ensure that all obligations and any final accounts are settled by this date.

I would like to take this opportunity to thank you for your cooperation throughout our working relationship. Should you require further clarification or wish to discuss any matters pertaining to this termination, please feel free to contact me at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

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