

[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],

I am writing to formally notify you of my decision to terminate the contract dated [Contract Date] for [brief description of the contract or service]. This termination is effective as of [Effective Termination Date] as per the terms outlined in the agreement.

Please confirm receipt of this letter and acknowledge the termination of the contract.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]