

[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

I hope this message finds you well. 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].

In accordance with the terms specified in Section [Section Number] of the contract, I am providing [Number of Days] days' notice, which means the effective termination date will be [Effective Termination Date].

This decision has not been made lightly. I appreciate the business relationship we have built and am grateful for the opportunities we have shared. However, due to [briefly explain reason for termination, if appropriate], I believe this is the best course of action.

Please let me know how you would like to proceed with any outstanding matters, including final invoices or other considerations.

Thank you for your understanding. I wish you and [Recipient's Company Name] all the best in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]

[Your Company Name (if applicable)]