

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

Dear [Recipient Name],

I am writing to formally terminate our contract dated [Contract Date], in accordance with the terms outlined in Section [X] of the agreement.

Please consider this letter as my official notice of termination, effective [Termination Date].

Thank you for the opportunity to work together. I appreciate our time collaborating and wish you all the best in the future.

Sincerely,  
[Your Name]