

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

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

[City, State, Zip Code]

Subject: Termination of Contract

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally notify you of the termination of the contract dated [Contract Date] between [Your Company/Your Name] and [Recipient's Company/Name] regarding [Brief Description of Contract Purpose].

As per the terms outlined in Section [Specify Section] of the contract, this letter serves as a [Specify Notice Period] notice of termination.

The effective date of termination will be [Effective Date].

Please ensure that all outstanding obligations, including [List any outstanding obligations, if applicable], are addressed prior to this date.

I would like to take this opportunity to thank you for your cooperation and understanding during this period.

Should you require any further information or clarification, please feel free to contact me at your convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]