

[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]

Subject: Contract Termination Agreement

Dear [Recipient's Name],

I am writing to formally notify you of the termination of the contract dated [Contract Date], between [Your Company Name] and [Recipient's Company Name], in accordance with the terms outlined in the agreement. As per the contract, I am providing [number of days, e.g., "30 days"] notice of my intent to terminate the contract effective [Termination Effective Date].

[Optional: Brief explanation of the reason for termination, if necessary.]

Please let me know how you would like to proceed with the termination process and any final steps that need to be taken.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]