

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Notice of Contract Termination

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally notify you of the termination of the contract dated [insert contract date] for the [specific project name or description], as per [refer to the relevant clause in the contract that allows termination, if applicable].

The decision to terminate has not been made lightly and is due to [briefly outline the reason for termination, e.g., delays, non-compliance, etc.].

As stipulated in the contract, we request a final accounting of all work completed up to this date and any outstanding invoices be submitted by [insert deadline date]. We will settle all amounts due as per the terms outlined in the agreement.

Please ensure that all materials and tools belonging to [Your Company Name] are returned by [return deadline date].

Thank you for your attention to this matter. We wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]