

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

[Contractor's Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Termination of Contract

I hope this message finds you well.

I am writing to formally notify you of the termination of our contract dated [Contract Date] regarding [Project/Service Description]. This decision is effective as of [Effective Termination Date].

[Optional: Brief explanation for termination, e.g., "Due to unforeseen circumstances" or "As discussed in our previous meeting."]

In accordance with the terms outlined in our agreement, please ensure that any outstanding obligations are fulfilled before the termination date.

Thank you for your services so far, and I wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company Name, if applicable]