

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

[Recipient's Name]  
[Recipient's Position]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intention to terminate [mention the contract name or number] effective [termination date], in accordance with the terms outlined in the agreement.

Please confirm receipt of this letter and provide any necessary instructions for the conclusion of our business relationship.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]