

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Notice of Contract Termination

I hope this letter finds you well. I am writing to formally notify you of my decision to terminate our contract dated [Contract Start Date], in accordance with the terms outlined in section [specific section number] of the agreement.

The effective date of termination will be [Termination Effective Date], which provides the [number of days] notice as stipulated in our contract. Please let me know if there are any final steps I need to take to conclude our agreement. I appreciate the opportunity to work together and wish you and your team continued success in the future.

Thank you for your understanding.

Sincerely,

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