

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

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

Subject: Contract Termination Notice

Dear [Recipient Name],

I am writing to formally notify you that I am terminating the contract (Contract No: [Contract Number]) between [Your Company Name] and [Recipient's Company Name], effective [Effective Date].

As per the terms outlined in the contract, I am providing this notice of termination in accordance with the required notice period.

Please let me know if there are any final matters we need to settle or if there are further steps you require from my side.

Thank you for your understanding.

Sincerely,

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