

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
Kenya Power and Lighting Company (KPLC)  
[Company Address]  
[City, State, Zip Code]  
Subject: Notice of Contract Termination  
Dear [Recipient Name],  
I am writing to formally notify you of the termination of the contract dated [Contract Date] pertaining to [brief description of the contract or service] between [Your Company/Name] and Kenya Power and Lighting Company.  
As per clause [mention applicable clause], we are providing [number of days/weeks] notice, with the effective termination date being [Effective Termination Date].  
We appreciate the collaboration and services rendered during the contract period and will ensure a smooth transition.  
Please confirm receipt of this notice and do not hesitate to contact me if you need further clarification.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]