

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Subject: Notice of Contract Termination

Dear [Recipient's Name],

I am writing to formally notify you of the termination of the contract dated [Contract Date] between [Your Company Name or Your Name] and [Recipient's Company Name]. This decision is effective as of [Effective Date], in accordance with the termination clause outlined in the contract.

The reasons for this termination are [briefly explain reasons, if applicable]. We believe this decision is in the best interest of both parties at this time.

Please confirm receipt of this notice and let us know your preferred method for settling any outstanding obligations.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name] (if applicable)