

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Termination of Contract

I hope this message finds you well. This letter serves as formal notice of the termination of the contract dated [Contract Date], between [Your Company Name] and [Recipient's Company Name].

As per the terms outlined in Section [Specify Section] of the contract, we are exercising our right to terminate the agreement effective [Termination Date]. The reasons for this termination include [Briefly state reasons, if applicable].

We request that all outstanding matters be finalized by [Specify Date]. Please ensure that any necessary documentation is provided and that all deliverables are completed in accordance with the contract stipulations. Thank you for your cooperation. Should you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]