

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination Notice

We are writing to formally notify you that, in accordance with [reference applicable agreement or policy], we are terminating the contract between [Your Company Name] and [Recipient's Company Name], effective [termination date].

This decision has been made after careful consideration, and we believe it is in the best interest of both parties. [Optional: Briefly explain the reason for termination, if appropriate.]

Please arrange to complete any outstanding matters by the termination date. Should you have any questions or require further clarification, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]