

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

[City, State, ZIP Code]
Subject: Termination of Contract

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally notify you of the termination of the contract dated [date of contract], between [Your Company/Your Name] and [Recipient Company/Recipient Name], pursuant to the terms outlined in Section [specify section] of the contract.

The effective date of termination will be [termination date], allowing for any final obligations to be settled by that date.

Please let me know how you wish to proceed regarding any outstanding matters.

Thank you for your cooperation.

Sincerely,

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