

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Termination of Construction Contract

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally notify you of the termination of the construction contract dated [Contract Date], concerning the project at [Project Address].

This decision is taken in accordance with the termination clause outlined in the contract, due to [reason for termination, e.g., breach of contract, delay in project completion, etc.].

Please consider this letter as official notice, effective immediately, as of [Termination Date]. We request that you cease all work related to the project and provide us with any outstanding documents or materials.

We appreciate the efforts put forth by your team thus far. However, due to the circumstances, we believe this course of action is necessary.

Thank you for your attention to this matter. Please confirm receipt of this termination notice at your earliest convenience.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]