

Advance Notice of Contract Termination

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as formal advance notice of the termination of the contract dated [Insert Contract Date] between [Your Company Name] and [Recipient Company Name]. In accordance with the terms outlined in Section [Insert Section Number] of the contract, we are providing [Insert Notice Period, e.g., 30 days] notice of termination.

The last effective date of the contract will be [Insert Last Effective Date]. We request that you complete any outstanding obligations by this date. Please let us know how we can assist you in this transition.

Thank you for your attention to this matter. We appreciate the cooperation and partnership we have had during the term of our contract.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]