

# Termination Notice

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

[Recipient Name]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally notify you of the termination of our contractual obligations as per the agreement dated [Contract Date]. This notice is being provided in accordance with the termination clause outlined in Section [X] of the contract.

The effective date of termination will be [Effective Date]. Please take note that all obligations and responsibilities outlined in the contract will cease as of this date.

Should you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]