

# Notice of Breach of Contract Termination

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

## **Subject: Notice of Termination Due to Breach of Contract**

Dear [Recipient's Name],

This letter serves as formal notice that, pursuant to the terms outlined in the contract dated [Insert Date of Contract], we are terminating the contract due to your breach of its terms. Specifically, [describe the breach].

As per the provisions of the contract, we hereby terminate all obligations and responsibilities arising therefrom, and effective immediately, you are required to cease any further performance under the contract.

Please be advised that we reserve the right to seek damages resulting from your breach in accordance with the applicable laws.

Thank you for your immediate attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]