

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to terminate the contractual relationship between [Your Company/Your Name] and [Recipient's Company/Recipient's Name], effective [Effective Date].

This decision has not been made lightly, as I have truly valued our collaboration. However, due to [reason for ending the contract, e.g., changes in business strategy, financial constraints, etc.], I believe this is the best course of action.

Please let me know how we can assist with a smooth transition during this period. I appreciate your understanding and support in this matter.

Thank you for the opportunities we have shared, and I wish you and your organization the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]