

# Notice of Termination of Contract

Date: **[Insert Date]**

To:

**[Recipient's Name]**

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice of termination of the contract dated [Insert Contract Date], between [Your Company Name] and [Recipient's Company/Name]. In accordance with the terms and conditions stipulated in the contract, we hereby provide [Insert Notice Period, e.g., 30 days] notice of termination.

The termination will be effective as of [Insert Effective Termination Date]. We kindly ask you to ensure that all outstanding obligations are fulfilled before this date.

Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

**[Your Name]**

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]