

# Letter of Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Request for Immediate Termination of Contract**

Dear [Recipient's Name],

I am writing to formally request the immediate termination of our contractual relationship, dated [Insert Contract Date]. Due to [briefly state reason - e.g., unforeseen circumstances, breach of contract, etc.], I believe it is in the best interest of both parties to conclude this agreement without further delay.

Please consider this letter as my formal notification under the terms outlined in our contract. I kindly request that you acknowledge the termination and provide confirmation in writing at your earliest convenience.

Thank you for your attention to this matter. I hope we can resolve this issue promptly.

Sincerely,

[Your Name]