

Contract Termination Letter

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

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

Dear [Recipient's Name],

Subject: Termination of Contract Due to Breach of Obligations

I am writing to officially notify you of the termination of our contract dated [Contract Date], pursuant to the terms outlined within the agreement regarding breaches of obligations.

It has come to my attention that you have failed to fulfill your obligations as specified in Section [X] of the contract. Specifically, [describe the breach in detail]. This breach has not only impacted our agreement but has also caused [mention any consequences].

As per the notice requirement outlined in Section [Y] of the contract, I am providing this written notification and effectively terminating the contract as of [Termination Date]. Please consider this letter as formal notice of termination.

We request that you comply with all exiting obligations and return any materials or assets belonging to [Your Company Name] no later than [Return Date]. Failure to do so may result in further legal action.

Thank you for your attention to this matter. Should you have any questions or wish to discuss this, please feel free to contact me directly.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company Name]