

Notice of 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]

Dear [Recipient's Name],

Subject: Notice of Termination for Contract Violation

This letter serves as formal notice of termination of the contract dated [Insert Contract Date] between [Your Name/Your Company] and [Recipient's Name/Recipient's Company].

We hereby terminate the contract due to the following violations:

1. [Detail the first violation]
2. [Detail the second violation]
3. [Detail any additional violations]

In accordance with the terms outlined in the contract, this termination is effective immediately as of [Insert Effective Date]. Please ensure that all outstanding issues are resolved and any due payments are made by this date.

Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]
[Your Company]