

Termination Notice

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of the termination of the contract between [Your Company Name] and [Recipient Company Name] dated [Contract Date], due to a breach of contract.

The specific breaches that have occurred include:

- [Detail the first breach]
- [Detail the second breach]
- [Detail any additional breaches]

As a result of these breaches, we find it necessary to terminate the contract effective immediately. Please consider this letter as the formal notice required under the terms of the agreement.

We request that you cease all operations and return any company property by [Return Date]. Failure to comply with this request may result in further actions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]