

# Letter of Termination

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Publisher's Name]

[Publisher's Address]

[City, State, Zip Code]

## **Subject: Termination of Publishing Contract**

Dear [Publisher's Name],

I am writing to formally notify you of my decision to terminate the publishing contract dated [Contract Date], between [Your Name/Your Company] and [Publisher's Name]. This termination is effective as of [Effective Termination Date], in accordance with the terms outlined in Section [Relevant Section] of our contract.

We appreciate the efforts taken by your team during our partnership. However, due to [brief reason for termination, if desired], I believe this course of action is necessary.

Please confirm the termination in writing, and let me know if there are any outstanding matters that we need to resolve prior to the effective termination date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]