

Rapid Contract Cessation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Rapid Cessation of Contract

Dear [Recipient Name],

I am writing to notify you of the immediate cessation of our contract dated [contract date] regarding [brief description of the contract]. This action is taken as per the terms outlined in Section [X] of our agreement, which allows for rapid termination under specific circumstances.

Effective immediately, all obligations and responsibilities under this contract will cease. Please take the necessary steps to finalize any pending matters and confirm receipt of this notice.

If you have any questions or require further clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]