

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of our professional services agreement, effective immediately, due to non-compliance with the terms outlined in our contract dated [Contract Date].

Despite our previous communications regarding the issues of non-compliance, we have not seen a resolution. Therefore, we have no alternative but to terminate our business relationship.

Please ensure that all outstanding invoices are settled by [Final Date for Payment]. We will also arrange for the return of any company property in your possession.

We appreciate the work we have accomplished together and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]