

Government Contract Modification and Termination

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Agency/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Agency/Organization]
[Address]
[City, State, Zip Code]

Subject: Modification and Termination of Contract [Contract Number]

Dear [Recipient Name],

This letter is to formally notify you of a modification and termination of contract number [Contract Number] as per the terms outlined in the contract [refer to specific clauses or sections].

The following modifications are effective as of [Effective Date]:

- Modification 1: [Brief description]
- Modification 2: [Brief description]

Additionally, please note that this contract will be terminated effective [Termination Date]. The reasons for this termination include [reason for termination].

We appreciate your cooperation and understanding in this matter. If you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Agency/Organization]