

Government Contract Premature Termination Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient Name],

Subject: Notice of Premature Termination of Contract [Contract Number]

We are writing to formally notify you of the premature termination of the government contract between [Your Agency/Organization Name] and [Company Name], originally executed on [Contract Start Date].

Due to [specific reason for termination], it has become necessary for us to terminate this contract effective immediately. As per the terms outlined in Section [relevant section] of our agreement, we are providing you this written notice.

Please take the necessary steps to cease all work on the project and submit any outstanding invoices or final reports by [specific deadline]. We appreciate your understanding and cooperation in this matter.

Should you have any questions, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Organization Name]

[Your Agency/Organization Address]

[City, State, Zip]