

# Notice of Contract Termination and Settlement

Date: [Insert Date]

To:

[Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are writing to formally notify you of the termination of the contract dated [Insert Contract Date] between [Government Agency Name] and [Contractor's Name] for [Insert Description of Work/Services]. This termination is effective immediately as of [Insert Termination Date].

The reasons for this termination include: [Briefly outline reasons for termination].

As part of this settlement, we request that you provide a final invoice for work completed up to the effective date of termination by [Insert Deadline Date]. We will also arrange for the settlement of any outstanding payments due to you in accordance with the terms of the contract.

Please arrange for the return of any government property in your possession by [Insert Return Deadline Date].

Thank you for your cooperation in this matter. Should you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Government Agency Name]

[Government Agency Address]

[Phone Number]

[Email Address]