

Termination of Contract for Non-Performance

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

This letter serves as formal notification of the termination of our contract dated [Insert Contract Date] due to non-performance related to ongoing communication issues.

Despite multiple discussions and attempts to resolve these communication challenges, we have not seen the necessary improvements. Clear and timely communication is essential for the successful execution of our project, and the continued lack of responsiveness has hindered our progress.

As per the terms outlined in our agreement, we are exercising our right to terminate the contract effective immediately. Please ensure that all work and responsibilities are halted accordingly.

We request that you provide any outstanding documentation or materials by [Insert Date]. Payment for completed work will be processed as per our agreement.

We appreciate your understanding in this matter and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]