

Termination of Contract Due to Non-Performance

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Contractor's Name]

[Contractor's Title]

[Contractor's Company]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We regret to inform you that, effective immediately, we are terminating our contract dated [Insert Contract Date] due to your non-performance regarding the use of unapproved subcontractors. This decision is made in accordance with Section [Insert Section Number] of our agreement.

Despite previous communications concerning the necessity of using approved subcontractors, it has come to our attention that work has been delegated to subcontractors who have not received the required approval. This breach of contract has led to significant delays and raised concerns regarding the quality of work being performed.

We expect your cooperation in the transition process and request that you provide us with all relevant documentation and project materials by [Insert Due Date]. Please be advised that any outstanding payments will be withheld pending the resolution of the matters arising from this termination.

We appreciate the efforts you have made thus far. However, we must prioritize the integrity of the project and adhere to our contractual agreements.

Sincerely,

[Your Name]

[Your Title]

[Your Company]