

Termination of Contract for Non-Performance

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Termination of Contract Due to Non-Performance

I am writing to formally notify you that [Your Company Name] has decided to terminate our contract dated [Contract Date] due to your non-performance in delivering the necessary resources required for this project.

As per our agreement, it was stipulated that you would provide [specific resources] by [deadline]. However, despite multiple communications and extensions, you have failed to fulfill these obligations, which has hindered the progress of our project.

Consequently, we have concluded that it is in our best interest to terminate the contract effective immediately. Any financial matters or outstanding obligations will be settled in accordance with our agreement.

We appreciate the efforts made thus far, but this decision has been made to ensure the continued progress of our project. Please confirm receipt of this letter and acknowledge the termination of our contract.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]