

Contract Cessation Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of the immediate cessation of our contract dated [Insert Contract Date], due to [briefly state reason, e.g., unforeseen circumstances, breach of contract, etc.].

Please consider this letter as formal notification that all obligations under the terms of our agreement are hereby terminated as of today, [insert date]. We ask that you cease all work related to the contract immediately.

We appreciate your understanding in this matter and request that you confirm receipt of this notification.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]