

# Notice of Contract Termination

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hereby provide this notice to terminate our contract, dated [Insert Contract Date], between [Your Company Name] and [Recipient's Name]. As per the terms specified in the contract, we are giving you [insert notice period, e.g., 30 days] notice of termination.

The termination will be effective as of [insert termination date]. Please ensure that all outstanding matters are settled by this date.

We appreciate the cooperation during the term of this contract. Should you require any further assistance, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]