

# Urgent Contract Termination Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal notice of the urgent termination of the contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name]. Due to [brief explanation of the reason], we find it necessary to terminate this agreement effective immediately.

Please note that any ongoing obligations, confidential information, and other terms outlined in the contract must still be adhered to until further notice.

We appreciate your understanding and request that you acknowledge the receipt of this termination notice.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]