

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Subject: Termination of Contract Due to Breach

Dear [Service Provider's Name],

I am writing to formally notify you of the termination of our contract dated [Contract Date], due to a breach of contract as outlined in [specific section or clause]. Despite our prior communications regarding this issue, we have not seen sufficient improvement.

The specific breaches include:

- [Detail of breach 1]
- [Detail of breach 2]
- [Detail of breach 3]

As per the contract terms, we are providing you with [number of days] days' notice of termination. Please ensure that any outstanding matters are addressed by [final date for resolution].

We would appreciate your cooperation in wrapping up any pending items as smoothly and quickly as possible. Please confirm receipt of this letter and the understanding of the termination.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]