

Contract Termination Notification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Contract Termination Due to Breach

We are writing to formally notify you that [Your Company Name] is terminating the contract dated [Insert Contract Date] between our two parties, effective immediately, due to a breach of contract. As per the terms outlined in Section [Insert Relevant Section] of the contract, we believe that the breach occurred on [Insert Date of Breach].

We have thoroughly reviewed the situation and, after consulting with our legal team, we have determined that the actions/inactions on your part constitute a material breach of the terms agreed upon. We request that you cease all activities related to this contract and return any property belonging to [Your Company Name] within [Insert Time Frame].

If you have any questions, please do not hesitate to contact us. We advise you to seek legal counsel to discuss your position following this notification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company Name]