

Contract Termination Due to Breach

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of the termination of the contract dated [Insert Contract Date] between [Your Organization] and [Recipient Organization] due to breach of contractual obligations.

As per our records, the following breaches have been identified:

- [Breach 1]
- [Breach 2]
- [Breach 3]

Despite previous communications regarding these issues, we have not seen a satisfactory resolution. Therefore, we are left with no option but to terminate the contract effective immediately.

Please ensure that all ongoing projects are concluded as per our discussion, and submit any outstanding invoices by [Insert Deadline Date].

We regret that it has come to this, but we must protect our organization's interests.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Organization]