

# Contract Termination Notice

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We would like to formally notify you of the termination of our consultancy contract dated [Insert Contract Date] in accordance with the terms outlined in the agreement.

The termination will be effective as of [Insert Termination Date]. We appreciate the services you have provided during our partnership.

In connection with the termination of the contract, we kindly request that you provide us with a final invoice detailing any outstanding charges. Please send the invoice to our attention at your earliest convenience.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]