

Letter of Notification for Contract Termination

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We wish to inform you that the contract between [Your Company Name] and [Recipient Company Name] for aviation services will be concluding on [Contract End Date]. As per the terms outlined in our agreement, we are providing this formal notification of contract termination.

We appreciate the service and partnership that has been established during the duration of this contract and hope to maintain favorable relations moving forward.

If you have any questions or require further clarification regarding the contract closure, please feel free to reach out to us directly.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]