

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that I will be ending our tutoring contract effective [Last Date of Tutoring]. This decision was made after careful consideration and is in alignment with my current commitments.

I want to take this opportunity to express my gratitude for the time we've worked together. It has been a pleasure helping you further your understanding of [Subject]. I genuinely wish you all the best in your future studies.

Please do not hesitate to reach out if you need any further assistance or guidance moving forward.

Thank you for your understanding.

Sincerely,  
[Your Name]