

Government Contract Agreement Termination Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Department/Agency]
[Your Address]
[City, State, ZIP Code]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Agency]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Termination of Government Contract Agreement

Dear [Recipient's Name],

We are writing to formally notify you of the termination of the contract agreement between [Your Agency] and [Recipient's Company] dated [Contract Date], for the [Description of Contract] due to [Reason for Termination].

As per the terms outlined in the contract, we have taken the necessary steps to provide you with [number] days notice regarding the termination. The last effective date of the contract will be [Termination Date].

We request that you provide us with a final report on the status of the agreement and any outstanding obligations. Please ensure that all work ceases on the termination date and that all government property is returned to us.

We appreciate your cooperation during this process and wish you success in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Department/Agency]
[Contact Information]