

# Contract Termination Notice

Date: [Insert Date]

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

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

Dear [Recipient's Name],

Subject: Termination of Contract Due to Non-Compliance

We regret to inform you that we are terminating the contract dated [Contract Date] between [Your Company Name] and [Recipient's Company Name] due to your failure to comply with the terms outlined in the agreement.

Despite our previous communications regarding your non-compliance, including [briefly mention specific issues], we have not seen sufficient improvement. As a result, we are left with no choice but to terminate the contract effective immediately.

Please consider this letter as formal notification of contract termination. We request that you cease any ongoing activities related to the agreement and return any materials or properties belonging to us by [return deadline].

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]