

Contract Termination Notice

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Termination of Contract Due to Breach of Terms

We are writing to formally notify you of the termination of the contract dated [insert contract date] between [Your Company Name] and [Recipient Company Name], due to a breach of the terms outlined within the agreement.

As per the terms of our contract, we have identified the following breaches:

- [Breach 1 Description]
- [Breach 2 Description]
- [Additional Breaches if necessary]

Despite our previous communications regarding these issues, we have not seen adequate resolution. Therefore, we are exercising our right to terminate the contract effective immediately.

We request that you acknowledge receipt of this termination notice and confirm that you will cease all activities related to the contract. Any outstanding obligations should be resolved within [insert timeframe, e.g., 30 days] from this notice.

Thank you for your attention to this matter.

Sincerely,

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