

Sender's Name
Sender's Address
City, State, Zip Code
Email Address
Phone Number
Date

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

Dear [Recipient's Name],

Subject: Notice of Contract Termination

I am writing to formally notify you of our decision to terminate the contract dated [Contract Date] between [Your Company Name] and [Recipient's Company Name] due to your failure to meet agreed-upon expectations.

Despite our efforts to address the issues encountered, including [briefly mention specific issues], we have not seen the necessary improvements to continue our working relationship.

As per the terms outlined in the contract, please consider this letter as the required notice of termination. The effective termination date will be [Termination Date].

We appreciate the efforts you have made thus far and wish you success in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]