

# Letter of Contract Termination Due to Material Breach

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Contract Due to Material Breach

I hope this message finds you well. I am writing to formally notify you that, as of [effective termination date], we are terminating our contract dated [original contract date], due to a material breach on your part. This breach primarily involves [describe the specific breach briefly].

Despite our previous communications, including [mention any prior notices or discussions], the issues have not been resolved satisfactorily. As a result, we find it necessary to terminate the agreement in accordance with the provisions outlined in Section [specific section] of our contract.

Please consider this letter as our official notice of termination. We request the immediate cessation of all services and any return of property or confidential information, as per our contractual obligations.

Thank you for your attention to this matter. We hope to resolve any outstanding issues promptly and amicably.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]