

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

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

Subject: Termination of Contract Due to Failure to Perform Obligations

Dear [Recipient Name],

This letter serves as a formal notice of termination of the contract dated [Contract Date] between us, concerning [brief description of contract]. As per the terms outlined in the agreement, this termination is effective immediately due to your failure to perform the obligations specified in the contract.

Despite previous notifications and discussions regarding the unsatisfactory performance, no significant improvements have been observed. We are, therefore, left with no option but to terminate the contract.

We request that you cease all work immediately and provide us with a final invoice for any outstanding payments owed to you as of this date.

We appreciate the efforts made thus far; however, we must move forward in a manner that protects our interests.

Sincerely,

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