

Contract Termination Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Termination of Contract Due to Non-Fulfillment

Dear [Recipient's Name],

I am writing to formally notify you of the termination of our contract dated [Insert Contract Date] due to non-fulfillment of the agreed terms and conditions.

As per our agreement, [briefly outline the obligations that were not fulfilled], and despite previous communications addressing these issues, no satisfactory resolution has been reached.

Therefore, as of [Insert Termination Date], I am terminating the contract in accordance with the termination clause outlined in Section [Insert Section Number] of the contract.

Please consider this letter as official notice of the contract termination, and take the necessary actions to finalize this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]