

Contract Termination Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally notify you of the termination of the contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name] due to a breach of contractual obligations. As per the terms outlined in Section [Insert Section Number] of the contract, we have identified the following breaches:

- [Describe Breach 1]
- [Describe Breach 2]
- [Describe Breach 3]

Despite our previous communications dated [Insert Dates of Previous Communications] regarding these issues, the breaches remain unresolved.

As a result, we are exercising our right to terminate the contract effective immediately upon receipt of this letter. Please ensure that all outstanding matters are settled promptly.

Thank you for your attention to this matter. Should you have any questions, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

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