

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Termination of Contract

Dear [Recipient's Name],

I am writing to formally notify you of the termination of our contract dated [Contract Date] regarding [Description of Services]. This decision is based on repeated instances of inadequate performance that have not met our agreed-upon standards.

Despite previous discussions and opportunities for improvement, we have observed no significant changes in the performance level. As such, we believe it is in our best interest to terminate this agreement, effective [Termination Date].

Please ensure that all outstanding matters are resolved by this date. We appreciate your attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]