

# Contract Termination Letter

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

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

Dear [Recipient Name],

We are writing to formally notify you of the termination of the contract between [Your Company Name] and [Recipient Company Name], dated [Contract Date], due to a violation of the terms of the agreement.

As stated in Section [insert Section Number] of the agreement, the following violations have occurred:

- [Describe violation 1]
- [Describe violation 2]
- [Describe violation 3]

Despite our previous communications regarding these issues, we have not seen an adequate response or resolution. Therefore, we find it necessary to terminate the contract effective immediately, as per the terms outlined in [insert relevant section] of the agreement.

We request that you cease all operations related to the contract and return any company property that may be in your possession by [return date].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]