

Project Termination Confirmation

Date: [Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We are writing to formally confirm the termination of the [Project Name] as per the contractual obligations outlined in our agreement dated [Contract Date]. After careful consideration, we believe this decision is in the best interest of all parties involved.

Please be advised that the final procedures and duties will be carried out in accordance with Section [X] of our contract. We request that you provide all outstanding deliverables and any necessary documentation by [Final Date].

We appreciate the efforts your team has put into this project and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]