

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Architect's Name]

[Architect's Firm Name]

[Architect's Address]

[City, State, Zip Code]

Subject: Termination of Architect Contract

Dear [Architect's Name],

I hope this message finds you well. I am writing to formally notify you of the termination of our contract dated [Contract Date] concerning [Project Name] due to ongoing financial issues that have significantly affected my capacity to proceed with the project.

As stipulated in our agreement, I am providing you with a [number of days] day notice. Therefore, the termination will be effective as of [Effective Termination Date]. I appreciate the work you've done thus far, but unfortunately, due to unforeseen circumstances, I must pause all further activities.

I kindly request that you provide me with a final invoice for any work completed up until this date, and I will ensure it is settled promptly.

Thank you for your understanding in this matter. I hope to possibly collaborate again in the future under more favorable circumstances.

Sincerely,

[Your Name]

[Your Title or Position, if applicable]