

Contract Termination Letter

Date: [Insert Date]

[Architect's Name]

[Architect's Address]

[City, State, Zip Code]

Dear [Architect's Name],

We regret to inform you that we have decided to terminate our contract dated [Insert Contract Date] due to non-performance as outlined in Section [Insert Section Number] of the agreement.

Despite our previous communications regarding your performance, we have not seen the necessary improvements or responsiveness to fulfill the obligations set forth in the contract. This decision is effective immediately as of [Insert Termination Date].

We request the transfer of any documents and materials related to our project within [Insert Number of Days] days from the date of this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]