

Notice of Contract Termination

Date: [Insert Date]

[Architect's Name]

[Architect's Address]

[City, State, Zip Code]

Dear [Architect's Name],

We are writing to formally notify you of our decision to terminate the contract for architectural services dated [Insert Contract Date], for the project located at [Insert Project Address]. This decision is effective as of [Insert Termination Date].

Despite our previous discussions and efforts to resolve issues, we believe it is in our best interest to seek alternative services. We appreciate the work you have done to this point, but feel that the project requires a new direction.

Please provide us with a final invoice for any services rendered up to the termination date, and we will ensure that it is paid within the agreed timeframe.

Thank you for your understanding. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]