

Notice of Contract Termination

Date: [Insert Date]

[Architect's Name]

[Architect's Address]

[City, State, Zip Code]

Dear [Architect's Name],

We regret to inform you that we are terminating our contract for architectural services dated [Insert Contract Date], effective [Insert Termination Date]. In accordance with the notice period specified in our agreement, this notice serves to fulfill the required [Insert Notice Period, e.g., 30 days] notice.

The decision to terminate the contract was not made lightly, and it stems from [briefly describe reasons if applicable, e.g., changes in project scope, budget constraints, etc.]. We value the work you have done thus far and appreciate your understanding.

We kindly request that you provide any outstanding deliverables by [Insert Date] and ensure a smooth transition of the project. Please let us know how we can assist you during this period.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]