

Contract Termination Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

This letter is to formally notify you of the termination of the contract dated [Insert Contract Date] between [Your Firm's Name] and [Client's Name] concerning the [Project Name/Description]. This termination is due to unsatisfactory work and non-compliance with the agreed-upon standards as outlined in our contract.

Despite our previous discussions and attempts to address these issues, there has been no satisfactory resolution. As a result, we feel it is in the best interest of both parties to terminate this contract effective immediately.

Please consider this letter as formal notice of termination and provide us with confirmation of receipt. We will arrange the final invoicing for any completed work up to this date.

We sincerely regret that it has come to this conclusion and wish you success in future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Contact Information]