

# Early Contract Termination Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the early termination of our contract dated [Insert Contract Date], as we are undergoing significant changes in our business strategy that necessitate a reevaluation of our current agreements.

While we have greatly appreciated our partnership, the evolving nature of our operations requires us to pivot in a direction that unfortunately does not align with the scope of our current contract. We believe that this decision is in the best interest of both parties.

We propose to conclude our contractual obligations effective [Insert Termination Date]. We are committed to ensuring a smooth transition and are willing to discuss the best way to wrap up remaining tasks and responsibilities.

Thank you for your understanding and support during this time. Please let me know a convenient time for us to discuss this matter further.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]