

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an early termination of my contract dated [Contract Start Date] due to unforeseen health issues. After consulting with my healthcare provider, they have advised me that I must prioritize my health and cannot continue with my current commitments.

I understand that this request may cause inconvenience, and I sincerely apologize for any disruption this may create. However, I believe it is necessary for my well-being to step back at this time.

As per the terms of the contract, I am providing [notice period, if applicable] for your consideration. I would appreciate your understanding and support in this matter, and I hope to resolve this amicably.

Thank you for your attention to this request. I look forward to your response.

Sincerely,
[Your Name]