

# Consultancy Contract Termination Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the termination of our consultancy contract dated [Insert Date of Contract], effective [Insert Desired Termination Date]. After careful consideration, I believe it is in the best interest of both parties to conclude our professional relationship.

As stipulated in our agreement, I am providing you with [Insert Notice Period, if applicable] notice as required. Please confirm the receipt of this termination request and provide any necessary information regarding final deliverables or outstanding obligations.

I appreciate the opportunities and experiences that our collaboration has provided me and wish you continued success in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]