

Client Contract Termination Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We regret to inform you that due to recent changes in our company policies, we must terminate our contract with you, effective [Termination Date]. This decision was not made lightly and comes as a response to our revised operational strategies.

Your understanding over the duration of our partnership has been greatly appreciated, and we value the time and effort you have put into our collaboration. We will ensure that any outstanding matters are addressed before the termination date.

If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]