

Client Contract Termination Notification

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Termination of Contract and Final Settlement

We hereby inform you of the termination of our contractual agreement dated [Insert Contract Date] for [description of services]. This decision is effective as of [Insert Effective Termination Date] as per the terms outlined in the contract.

In accordance with the agreement, we have conducted a final assessment of our engagements and obligations. The final settlement of accounts is as follows:

- Total Amount Due: [Insert Amount]
- Payments Received: [Insert Amount]
- Balance Due: [Insert Amount]

We kindly request that the outstanding balance be settled by [Insert Payment Deadline]. Payment can be made via [insert payment methods].

We appreciate the opportunity to have worked together and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email] | [Your Phone Number]