

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

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

Subject: Termination of Contract

Dear [Client's Name],

I am writing to inform you of my decision to terminate the contract dated [Contract Date] between [Your Company Name] and [Client's Company Name] effective immediately. This decision is in accordance with the termination clause outlined in the agreement.

Please consider this letter as the official notice of termination. I request that you initiate a final accounting of any outstanding payments due by [Date].

Thank you for your cooperation. If you have any questions, feel free to contact me.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]