

# Formal Notification for Contract Termination

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

We are writing to formally notify you of our decision to terminate the contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name]. This termination will be effective as of [Insert Termination Date], as permitted under the terms outlined in Section [Insert Relevant Section Number] of the contract.

Please consider this letter as the required notice period stipulated in our agreement. Should you have any questions or require further discussion regarding this matter, do not hesitate to reach out.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]