

# Contract Termination Letter

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

## **Subject: Termination of Contract Due to Breach of Agreement Terms**

Dear [Recipient Name],

I am writing to formally notify you of the termination of the contract dated [Contract Date] between [Your Company Name] and [Recipient Company Name] due to a breach of the terms outlined in the agreement.

As specified in Section [X] of our contract, [describe the specific breach]. Despite our previous communications regarding this matter, the breach has not been rectified.

As a result, we are exercising our right to terminate the contract effective immediately. Please return any property belonging to [Your Company Name] and settle any outstanding accounts as soon as possible.

We appreciate your attention to this matter and expect your cooperation in a smooth transition.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]