

Contract Termination Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

Subject: Termination of Contract Due to Material Breaches

This letter serves as formal notice of termination of the contract dated [Insert Contract Date] between [Your Name/Your Company] and [Recipient's Name/Recipient's Company] due to material breaches of the terms and conditions outlined in the agreement.

It has come to our attention that the following material breaches have occurred:

- [Describe breach 1]
- [Describe breach 2]
- [Describe breach 3]

As per the terms of the contract, we have provided written notice regarding these breaches on [Insert Date(s) of Prior Notice(s)]. However, as the issues have not been resolved in a satisfactory manner, we are left with no choice but to terminate the contract effective immediately.

We kindly request that all outstanding obligations be settled by [Insert Final Settlement Date], and reminders of any remaining deliverables or obligations pursuant to the contract should be resolved promptly.

We regret that it has come to this and wish you all the best in your future endeavors.

Sincerely,

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