

Contract Termination Letter

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Termination of Contract Due to Failure to Perform

I am writing to formally notify you of the termination of our contract dated [Insert Contract Date] due to your failure to perform as outlined in the agreement.

Despite our previous discussions and attempts to resolve the issues related to [specific issues of non-performance], there has been no satisfactory improvement or compliance with the terms of the contract.

As per the contractual agreement, we have decided to terminate the contract effective immediately. Please consider this letter as the official notice of termination.

Please return any outstanding materials or property that belong to us and settle any pending accounts by [Insert Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]