

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Termination of Contract Due to Non-Compliance

Dear [Recipient's Name],

I am writing to formally notify you of the termination of the contract dated [Contract Date], between [Your Company Name] and [Recipient's Company Name], due to non-compliance with the terms outlined in Section [specify section] of the agreement.

Despite multiple notices regarding the failure to [specify the failed obligations], the issues remain unresolved as of [specific date]. As stated in the contract, non-compliance provides the grounds for termination.

Accordingly, we are terminating our agreement, effective [Termination Date]. We request that you cease all activities related to the contract and refrain from any further obligations on our behalf.

We appreciate your attention to this matter and request written confirmation of the termination of the contract.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]