

Advance Notice of Contract Termination

Date: [Insert Date]

From: [Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as formal notice of the termination of the contract dated [Insert Contract Date] between [Your Company Name] and [Recipient Company Name]. In accordance with the terms outlined in the contract, we are providing you with [Insert Notice Period, e.g., 30 days] notice of termination.

We appreciate the work and collaboration we've had thus far. However, after careful consideration, we believe this decision is in the best interest of our company moving forward. We request that you take the necessary steps to conclude any outstanding matters.

If you have any questions or require further discussion, please do not hesitate to reach out directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

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