

# Letter of Termination of Contract

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

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

Dear [Recipient Name],

We are writing to formally notify you of the termination of the contract dated [Contract Date] between [Your Company Name] and [Recipient Company Name] due to breach of the terms outlined within the agreement.

The specific breaches include [describe the breaches clearly and concisely]. These breaches were communicated to you on [date of communication], and despite our efforts to resolve these issues, we have not received satisfactory corrective actions.

As per the termination clause stipulated in the contract, we are hereby exercising our right to terminate the agreement effective [effective termination date]. We expect all outstanding matters to be settled promptly.

Please acknowledge receipt of this letter and the termination of the contract.

Sincerely,

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