

# Contract Termination Notice

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Termination of Contract

We regret to inform you that we are terminating the contract dated [insert contract date], between [Your Company Name] and [Recipient Company Name], as per the provisions outlined in Section [insert section number] of the contract.

The termination will be effective [insert termination effective date]. Please ensure that all outstanding matters are handled before this date. We request a final settlement of any remaining obligations as per the terms of the contract.

We appreciate the collaboration we had during the contract period and wish you the best for your future endeavors.

Thank you for your attention to this matter.

Sincerely,

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