

Client Contract Termination Letter

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

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

Dear [Client's Name],

We are writing to formally notify you of the termination of our contract dated [Contract Date] between [Your Company] and [Client's Company]. This decision is due to ongoing performance issues that have not been resolved despite our previous discussions.

According to the terms outlined in our agreement, we are providing you with [number of days] days' notice, effective immediately. The last day of our contractual relationship will be [Last Day of Contract].

We appreciate the opportunity to work with you and hope that you are able to find a solution that meets your needs moving forward.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Title]
[Your Company]