

# Contract Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of the termination of our contract for [Project Name], dated [Contract Date]. As per the terms outlined in the contract, I am providing [number of days] notice for this termination.

The decision to terminate the contract is due to [brief explanation of reasons, if applicable]. I appreciate the efforts made thus far and hope to maintain a positive relationship moving forward.

Please confirm receipt of this letter and the termination of the contract. Should you need any further information, feel free to reach out via email or phone.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]