

# Project Termination Request

**[Your Name]**

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

**[Recipient Name]**

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the termination of the [Project Name] project, initially approved on [Approval Date]. After careful consideration and assessment of the project's current status and its alignment with our strategic goals, we have determined that it is in our best interest to discontinue this project.

The reasons for this termination include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We understand the challenges that come with project termination and are committed to ensuring a smooth transition. We will work closely with your team to finalize any pending tasks and manage resources accordingly.

Thank you for your understanding. Please feel free to reach out if you have any questions or require further discussion regarding this matter.

Sincerely,

**[Your Name]**

[Your Position]