

Notice of Termination of Project Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally notify you of our decision to terminate the Project Agreement dated [Insert Agreement Date] regarding [Project Name] in accordance with the terms outlined in Section [Insert Section Number] of the agreement.

The reasons for termination are as follows:

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

As per the terms of the agreement, the termination will be effective [Insert Termination Date]. We request that you cease all work related to the project and submit any final invoices by this date.

We appreciate the work that has been done thus far and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]