

Project Termination Notice

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Subject: Termination of Contract for [Project Name]

Dear [Contractor's Name],

This letter serves as a formal notice of termination for the contract dated [Contract Date] regarding [Project Name]. The decision to terminate the contract is effective immediately as of [Effective Date].

As per the terms of the contract, it is important to detail the final payment associated with the project. The total amount pending is [Total Amount Due], which includes the following:

- Outstanding Work Completed: [Amount]
- Change Orders: [Amount]
- Retainage: [Amount]
- Other Deductions: [Amount]

The final payment of [Final Payment Amount] will be processed within [Number of Days] days of this notice.

We appreciate your work on the project and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]