

Contractor Project Termination Notice

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Subject: Project Termination Notice

Dear [Client's Name],

We, [Contractor's Company Name], hereby officially notify you that we have mutually agreed to terminate the contract for the project titled "[Project Name]" as of [Termination Date].

This decision has been reached following discussions that took into consideration the circumstances surrounding the project. We appreciate the cooperation and understanding that has been shown by both parties.

As per our mutual agreement, we will ensure the completion of all outstanding obligations up to the termination date, including the final invoice, which will be submitted for any remaining payments owed.

We would like to express our gratitude for the opportunity to work together and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Contractor's Company Name]

[Contact Information]