

# Project Termination Notice

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

City, State, Zip Code

Dear [Contractor's Name],

We are writing to formally notify you of the termination of our contract for the [Project Name/Description], effective immediately. This decision has been made due to ongoing quality issues that have not met the standards as outlined in our agreement.

Despite our previous discussions and opportunities for you to rectify these issues, we have not seen satisfactory improvements. Specific concerns include [mention specific quality issues here].

As a result of this termination, we request that you cease all work on the project immediately and provide us with a final invoice for any work completed to date. We expect all related project materials to be returned to us no later than [insert deadline].

We appreciate the efforts you have made thus far and regret that this course of action has become necessary.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]