

# Project Termination Notice

Date: [Insert Date]

To:

[Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

Subject: Termination of Contract Due to Unforeseen Circumstances

We regret to inform you that due to unforeseen circumstances beyond our control, we must terminate the project titled "[Project Name]," originally contracted on [Contract Date]. This decision is effective immediately as of [Termination Date].

Despite our best efforts to navigate these challenges, we believe that discontinuing the project is in the best interest of both parties. We appreciate the work you've completed thus far, and we will promptly settle any outstanding payments due for services rendered until this date.

Please return any materials or assets related to the project to our office by [Return Date]. Should you have any questions or require further details regarding this notice, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]