

Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Termination of Unsigned Contract

Dear [Recipient's Name],

We are writing to formally notify you that, as per our previous communications and due diligence, we are terminating the proposed contract between us dated [Insert Date of Proposal]. Since the contract has not been signed, we will consider this matter concluded.

Should you have any questions or require further discussion, please feel free to contact me at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]