

# Contract Termination Advisory Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally inform you of the termination of the unsigned contract originally proposed on [Insert Date]. As no agreement was finalized, we believe it is in our mutual interest to acknowledge the cessation of negotiations concerning this contract.

We appreciate the time and effort invested by both parties during discussions, and we acknowledge that this decision will allow us to explore other opportunities.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]