

# Termination of Contract Communication

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally communicate the termination of the unsigned contract dated [Insert Date of Contract]. After careful consideration, we have decided not to proceed with the agreement.

We appreciate the time and effort you invested in the negotiation process, and we want to assure you that this decision was made after thorough evaluation of our current priorities and objectives.

If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]