

Contract Termination Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Contract Due to Sales Deficiencies

We are writing to formally notify you that we are terminating the contract dated [Contract Date], between [Your Company Name] and [Recipient Company Name]. This decision has been made due to ongoing deficiencies in sales performance as outlined in our previous communications.

Despite our efforts to address these issues, we have not seen the required improvements. As stipulated in Section [X] of the contract, we are exercising our right to terminate the agreement effective [Termination Date].

Please consider this letter as official notice of termination. We will ensure that any outstanding obligations are settled as per the contract terms.

We appreciate your understanding in this matter. If you have any questions or require further clarification, please feel free to contact me directly.

Sincerely,

[Your Name]
[Your Position]
[Your Company]