

Termination of Contract

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Termination of Contract for Non-Compliance

We are writing to formally notify you that, effective immediately, we are terminating the contract dated [Insert Date of Contract] between [Your Company] and [Recipient Company] due to non-compliance with the terms outlined in the agreement.

Despite prior communications regarding this matter, we have not seen the necessary improvements in adherence to the terms of the contract. As a result, we find it mandatory to proceed with this termination to protect our interests.

Please ensure that all outstanding matters are settled within [Insert Timeline] to avoid further complications.

Thank you for your attention to this serious matter. We wish you the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company]