

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Immediate Termination of Contract Due to Breach

Dear [Recipient's Name],

This letter serves as formal notification of the immediate termination of our contract dated [Contract Date] due to your breach of contract as outlined in [specific section of contract].

Despite previous communications regarding this matter, we have not seen any remedial action taken on your part. As a result, we are compelled to terminate the contract effective immediately.

Please ensure that all company property in your possession is returned by [return date]. Failure to comply may result in further action.

We regret that this course of action has become necessary and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]