

# Formal Termination of Contract

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Contract Due to Data Protection Compliance Failure

We are writing to formally notify you of the termination of our contract, effective [Termination Date], due to a breach of data protection obligations as stipulated in our agreement.

Despite previous communications regarding the deficiencies in your data protection practices, we have observed a continued failure to comply with the necessary legal standards. This situation has compromised our trust and the safety of sensitive data.

We request that you take immediate action to cease all processing of our data and provide confirmation of the deletion of any personal data in your possession.

We appreciate your prompt attention to this matter and request that all future correspondence be directed to our legal department at [Legal Department Contact Information].

Yours sincerely,

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