

Notice of Intent to Terminate for Non-Compliance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice of intent to terminate [specify contract, lease, or agreement] dated [insert date] due to non-compliance with the terms outlined within the agreement.

It has come to our attention that the following issues have not been resolved:

- [Detail specific non-compliance issue #1]
- [Detail specific non-compliance issue #2]
- [Detail specific non-compliance issue #3]

Please be advised that you have [insert time frame, e.g., "10 business days"] from the date of this letter to rectify these issues. Failure to do so will result in the termination of the aforementioned agreement effective [insert date].

If you have any questions or would like to discuss this matter further, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]