

Termination of Contract Due to Non-Compliance

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of the contract [Contract Number/Description] dated [Contract Date] due to non-compliance with the terms outlined therein.

Despite multiple reminders and opportunities to rectify the issues regarding [specific non-compliance issues], we have not seen the necessary improvements. As per the terms specified in Section [Section Number] of the contract, we hereby terminate our agreement, effective immediately.

Please ensure that any outstanding obligations are fulfilled by [specify deadline, if applicable]. We kindly request that you return any company property in your possession by this date.

We regret that it has come to this decision and wish to thank you for your previous efforts.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]