

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

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

Termination Notice

Dear [Recipient's Name],

This letter serves as a formal notice of termination of the contract dated [Contract Date] between [Your Company] and [Recipient's Company] due to a violation of the terms outlined in the agreement.

Specifically, the following violations have been identified:

- [Detail of Violation 1]
- [Detail of Violation 2]
- [Detail of Violation 3]

As per the terms of the contract, we are providing you with [number of days] days to address these issues before the termination takes effect on [Termination Date]. Failure to rectify the violations by this date will result in the immediate termination of the contract.

We hope to resolve this matter amicably. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you wish to discuss this further.

Sincerely,

[Your Name]
[Your Title]
[Your Company]