

Notification of Termination of Business Closure Contract

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of our intention to terminate the business closure contract dated [Insert Contract Date], as per the terms outlined in Section [Insert Section Number] of the contract.

This decision has been made after careful consideration and is effective immediately. We ask that you acknowledge this termination and take the necessary steps to conclude any ongoing matters related to the contract.

We appreciate the cooperation we have had during the course of this partnership. Should you have any questions or need further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

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