

Contract Termination Notice

Date: [Insert Date]

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

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

Dear [Recipient's Name],

Subject: Termination of Contract Due to Breach of Guidelines

I am writing to formally notify you that we are terminating the contract dated [Insert Contract Date], between [Your Company Name] and [Recipient's Company Name], due to a breach of the established guidelines.

Despite previous communications regarding the issues identified, we have not seen adequate improvements, which has compelled us to take this action. Specifically, [Briefly outline the specific breaches and any previous warnings given].

The termination will be effective immediately as of [Insert Termination Date]. Please take this letter as a formal notice of contract termination, and ensure all activities related to this contract cease promptly.

We request that you provide any outstanding documents or materials related to the contract within [Specify Time Frame].

Thank you for your attention to this matter.

Sincerely,

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