

Contract Termination Letter

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

[Date]

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

Dear [Recipient Name],

Subject: Termination of Contract Due to Decreased Demand

I hope this message finds you well. I am writing to formally notify you that we intend to terminate our contract, dated [Contract Date], due to a significant decrease in demand for our services/products. Despite our efforts to adapt to the current market conditions, we have found it necessary to reassess our commitments.

As per the terms of our agreement, we are providing [X days/weeks] notice of termination, and the effective termination date will be [Termination Date]. We will ensure that all outstanding obligations are settled promptly.

We appreciate the cooperation we've had during our time working together and hope to revisit our partnership in the future under more favorable circumstances.

Thank you for your understanding.

Sincerely,

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