

Termination of Contract for Breach of Terms

Date: [Insert Date]

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

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

Dear [Recipient's Name],

Subject: Termination of Contract for Breach of Terms

We are writing to formally notify you that we are terminating the contract dated [insert date of contract] due to your breach of terms, specifically [briefly describe the breach]. Despite our previous attempts to resolve this matter, we have not seen satisfactory corrective action taken.

Please consider this letter as official notice that the contract will be terminated effective immediately. We require that you settle any outstanding obligations and return any property belonging to us within [insert timeframe].

We regret that this action is necessary and hope that you will take the proper steps to resolve this matter.

If you have any questions, please feel free to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]