

Termination of Contract Due to Non-Compliance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of our contract dated [Contract Date] between [Your Company Name] and [Recipient's Company Name] due to non-compliance with the terms stipulated herein.

Despite previous communications regarding this matter, the following issues remain unaddressed:

- [Issue 1]
- [Issue 2]

- [Issue 3]

As per our agreement, failure to comply with these terms gives us the right to terminate the contract immediately. Therefore, this letter serves as the official notice of termination, effective [Termination Effective Date].

Please ensure that all outstanding matters are settled promptly. Should you have any questions regarding this decision, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]