

# Termination of Contract

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of the termination of our contract dated [Insert Contract Date], following the dispute resolution process that took place on [Insert Date of Dispute Resolution]. Despite our efforts to resolve the issues amicably, we have determined that it is in our best interest to terminate our agreement.

This termination shall be effective as of [Insert Termination Effective Date]. We request that you cease all work related to the project immediately and return any company property in your possession.

We appreciate your cooperation in this matter and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]