

# Cessation of Production Contract

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally inform you of the cessation of our production contract dated [Insert Contract Date], under which we have been collaborating on [Insert Project/Product Description].

As agreed upon in our discussions, the production will cease effective [Insert Cessation Date]. We appreciate the partnership and cooperation extended throughout the course of this contract.

All outstanding obligations shall be fulfilled prior to the cessation date, and we will provide you with a final account statement for your review. Should you require further information or clarifications, please do not hesitate to contact us.

Thank you for your understanding and collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]