

Termination of Collaborative Production Contract

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are writing to formally notify you of the termination of the collaborative production contract dated [Insert Contract Date] between [Your Company Name] and [Recipient Company Name]. This decision has been made in accordance with [insert relevant term/condition from the contract].

As per the terms of our agreement, the effective date of termination will be [Insert Termination Date]. We request that all ongoing activities related to the contract cease immediately upon this date.

We appreciate the collaboration we have had and wish [Recipient Company Name] all the best in future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]