

Contract Termination Notice

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of the anniversary contract between [Your Company Name] and [Recipient's Company Name], effective [Termination Date].

As per the terms of the contract, we are providing this notice [insert notice period, if applicable]. Please consider this letter as our official notice for the termination of the contract.

We appreciate the relationship we have had and would like to thank you for your cooperation during the course of our engagement.

Should you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]