

Contract Termination Notification

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are writing to formally notify you of our decision to terminate the contract dated [insert contract date] between [Your Company Name] and [Recipient Company Name]. According to the terms outlined in the contract, we are providing this notice [insert notice period, e.g., "30 days in advance"] as required.

We request that you acknowledge receipt of this notification and confirm the termination date. Any outstanding obligations should be settled no later than [insert final settlement date].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]