

Letter of Intent to Terminate Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intention to terminate the contract dated [Insert Contract Date] between us. As per the terms outlined in the agreement, I am providing you with [Insert Notice Period] notice, and the contract will be terminated effective [Insert Termination Date].

Reason for Termination: [Briefly state reason, if applicable].

Please let me know if there are any further steps you require from my side to facilitate this process.

Thank you for your understanding.

Sincerely,

[Your Name]