

Contract Termination Letter

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],

Subject: Termination of Contract

I am writing to formally notify you of my decision to terminate the contract dated [Insert Contract Date] between [Your Name/Company] and [Recipient Name/Company]. This termination will be effective [Insert Termination Effective Date], in accordance with the terms stated in the contract.

Thank you for the services provided thus far. I wish you and your team all the best in future endeavors.

Sincerely,

[Your Name]
[Your Title (if applicable)]
[Your Company Name (if applicable)]