

Contractual Termination Letter

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

[Date]

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

Subject: Termination of Contract

Dear [Recipient's Name],

I hope this letter finds you well. This letter serves as formal notification regarding the termination of the contract between [Your Company/Your Name] and [Recipient's Company/Recipient's Name], dated [Contract Date].

As per the terms outlined in the contract, we will be terminating the agreement effective [Termination Date]. The decision to terminate the contract has been made due to [briefly state the reason, e.g., non-compliance, change of circumstances].

Please ensure that all obligations are settled by the termination date, and confirm the receipt of this letter. If you have any questions or would like to discuss the details further, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]