

# Construction Contract Termination Notice

Date: [Insert Date]

To:

[Contractor's Name]  
[Contractor's Address]  
[City, State, Zip Code]

From:

[Your Name]  
[Your Address]  
[City, State, Zip Code]

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Subject: Termination of Construction Contract by Mutual Agreement

Dear [Contractor's Name],

This letter serves as a formal notice of termination of the construction contract dated [Insert Contract Date] between [Your Name] and [Contractor's Name]. As per our discussions and mutual agreement, we have decided to terminate the contract effective [Insert Termination Date].

We appreciate the work completed thus far and thank you for your cooperation. Please ensure that all project-related materials and documentation are returned to us by the termination date.

If you have any questions or require further clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]  
[Your Title or Position, if applicable]