

# Letter of Termination for Convenience

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Termination for Convenience of Construction Contract

We hereby provide you with written notice of termination of the construction contract dated [Insert Contract Date] for [Project Name] (the "Contract"), as per the provisions outlined in Section [Insert Relevant Section Number] of the Contract.

This termination is effective [Insert Effective Termination Date] and is being executed for convenience, without requiring a specific cause. We appreciate the work performed to date; however, due to [briefly state reason, e.g., changes in project scope, budget constraints, etc.], we have decided to terminate the Contract.

In accordance with the terms of the Contract, please provide us with all documents and materials related to the project within [Insert Timeframe, e.g., 10 business days] of the termination date. We will arrange for the final account statement and any outstanding payments as per the Contract provisions.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]