

# Contract Termination Letter

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 the termination of my physical training contract dated [Insert Contract Date]. As per the terms outlined in the agreement, I am providing this notice [Insert notice period, e.g., 30 days] prior to the termination date of [Insert Termination Date].

The decision to terminate the contract is due to [Insert Reason, if desired]. I appreciate the time and effort that has been invested in my training and wish to thank you for your support.

Please confirm the receipt of this letter, and let me know if there are any final steps or payments required on my part.

Thank you once again.

Sincerely,

[Your Name]