

Contract Termination Notice

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Termination of Contract Due to Breach

This letter serves as formal notice of my intention to terminate the contract dated [Insert Contract Date] between us, due to a breach of contract on your part.

As per the terms outlined in the agreement, [describe the specific breach], which has not been resolved despite previous notifications regarding this issue.

Accordingly, I am exercising my right to terminate the contract effective immediately. I request that you acknowledge receipt of this termination notice and provide confirmation by [Insert Deadline for Confirmation].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]