

# Contract Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of our contract dated [Insert Contract Date], in accordance with the terms outlined in the agreement.

The reason for this termination is [state reason]. As stipulated in our contract, I request that all final settlements be made by [Insert Final Settlement Date]. This includes any outstanding payments and the return of any property belonging to [your name/company name].

Please ensure that all necessary documentation is processed by the specified deadline to avoid any further complications. If you require any assistance during this period, do not hesitate to contact me.

Thank you for your cooperation. I wish you and [Company Name] success in future endeavors.

Sincerely,

[Your Name]

[Your Position, if applicable]