

# Contract Termination Letter for Non-Performance

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],

Subject: Termination of Contract Due to Non-Performance

I am writing to formally notify you of the termination of our contract dated [Insert Contract Date], between [Your Company/Name] and [Recipient's Company/Name] due to non-performance.

Despite previous communications regarding the performance issues outlined in our contract, we have not observed any improvements. As per the contract terms, we are within our rights to terminate this agreement due to the lack of compliance on your part.

The effective date of termination will be [Insert Effective Termination Date]. Please ensure all outstanding matters are resolved by this date. We request you return any property belonging to [Your Company/Name] immediately.

Thank you for your attention to this matter. We hope to settle this amicably.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Name]