

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Notice of Cessation of Contract

Dear [Recipient's Name],

I am writing to formally notify you of the cessation of our contract dated [Contract Start Date], regarding [Description of the Contract]. As per the terms outlined in section [relevant section number], this notice is being provided [number of days] days in advance, with the effective termination date set for [Termination Date].

Please ensure that all outstanding obligations are settled by the termination date. Should you need to discuss this matter further, feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]