

Contract Release Request Letter

Date: [Insert Date]

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Release from Contract Due to Non-Performance

I hope this letter finds you well. I am writing to formally request the release from our existing contract dated [Insert Contract Date], pertaining to [Brief Description of the Contract].

Regrettably, it has come to my attention that there have been significant issues regarding non-performance, including but not limited to [List specific issues or breaches]. Despite my attempts to resolve these matters with you on [List dates or meetings], there has been no satisfactory outcome.

As such, I respectfully request to be released from the terms of this contract by [Insert Desired Release Date]. Please consider this request seriously in light of the ongoing non-performance issues.

I appreciate your prompt attention to this matter and look forward to your response at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title] (if applicable)
[Your Company Name] (if applicable)