

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To:

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my request to terminate our contract dated [Contract Date]. As per the terms outlined in the contract, I am providing [Number of Days] days' notice of termination, effective [Termination Date].

Reason for termination: [Brief Explanation of Reason].

Please confirm the receipt of this notice and the effective termination date. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position (if applicable)]