

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 the contract dated [insert contract date] between [Your Company Name] and [Recipient's Company Name]. As per the terms outlined in Section [insert section number], we are exercising our right to terminate the contract.

The effective date of termination will be [insert termination date]. Please ensure that all obligations are settled by this date.

Thank you for your cooperation. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]