

# Partial Contract Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of the partial termination of our contract dated [Insert Contract Date] concerning [Brief Description of the Contract].

According to the terms outlined in the contract, I hereby wish to terminate the following parts of our agreement: [Specify the sections or clauses being terminated]. This termination will be effective as of [Effective Date].

I believe this decision is in the best interest of both parties, and I appreciate your understanding regarding this matter. Please confirm the receipt of this letter and that you agree with the partial termination.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]