

Breach of Contract Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of our contract dated [Insert Contract Date] due to a breach of contract. The specific breach pertains to [describe the breach briefly, e.g., failure to deliver services, non-payment, etc.].

As per the terms outlined in our agreement, I am exercising my right to terminate the contract effective immediately. I request that any outstanding obligations be resolved promptly within [insert a specific time-frame, e.g., 30 days].

Should you have any questions or require further clarification regarding this notice, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]