

# Contract Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Contract Termination Notice

I hope this letter finds you well. I am writing to formally notify you of my intention to terminate the contract between [Your Company/Organization Name] and [Recipient's Company/Organization Name], dated [Contract Start Date], which was due to expire on [Contract End Date].

As per the terms and conditions outlined in the contract, either party has the right to terminate the agreement upon [notice period, e.g., 30 days] written notice. This letter serves as the required notice, and the termination will be effective from [Termination Date], which is [notice period] from the date of this letter.

The decision to terminate the contract is not taken lightly, and it is based on [reason for termination, e.g., the fulfillment of all contractual obligations, change in business strategy, etc.]. We appreciate the cooperation and support that we have received from your organization during the term of this contract.

Please consider this letter as an official request to commence the necessary procedures to conclude

the contract in accordance with its termination provisions. We kindly request you to inform us about the steps that need to be taken for the smooth and proper termination of the agreement.

Any outstanding obligations or commitments under the contract will be fulfilled before the termination date. We expect a prompt and amicable resolution to this matter to ensure a seamless transition.

In case you require any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company/Organization Name]