

Preliminary Contract Termination Notice

Subject: Notice of Intent to Terminate Contract

Dear [Recipient's Name],

This is to inform you that [Your Company] intends to terminate the contract dated [Contract Date].

As per the terms of the agreement, this serves as preliminary notice of termination, effective [Termination Date].

We remain committed to fulfilling obligations during the notice period and expect the same from your side. A final confirmation letter will follow prior to the termination date.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

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