

Formal Contract Termination Letter

Subject: Termination of Contract

Dear [Recipient's Name],

I am writing to formally notify you that the contract entered between [Your Name/Company] and [Recipient's Name/Company] on [Date of Agreement] will be terminated effective [Termination Date].

This decision comes after a careful review of our ongoing obligations and business requirements.

Please consider this letter as a written notice in compliance with the termination clause of our agreement. All deliverables and obligations up to the termination date will be fulfilled as agreed.

We value the relationship established through this contract and thank you for your cooperation.

Should you require further clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

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