

Breach of Contract Termination Letter Template

Below is a template for a breach of contract termination letter. You can adapt this template to fit your specific circumstances and ensure that it includes all necessary legal references and factual details.

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of our contract, Agreement #[Contract Number], dated [Original Agreement Date]. This action is taken due to a breach of contract as per the terms outlined in the agreement.

As stipulated in Section [specify section] of the contract, [describe the obligations as per the contract]. It has come to my attention that these obligations have not been fulfilled as follows:

- **[Breach Detail 1]:** [Description of how this term was breached and date of breach]
- **[Breach Detail 2]:** [Description of how this term was breached and date of breach]
- **[Additional Breaches as Necessary]**

Despite previous attempts to resolve these issues amicably, including [mention any discussions, meetings, written communications, etc.], the breaches have not been

rectified. Accordingly, as provided under the terms of Section [mention section related to termination], we are exercising our right to terminate the contract effective immediately.

Please consider this letter as formal notice of termination. Any ongoing or scheduled deliverables, services, or payments as per the contract are hereby ceased from the date of this letter unless otherwise legally obligated.

We request that you provide confirmation of receipt of this termination notice. Should you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title, if applicable]