

Business Contract Termination Letter Template

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that [Your Company/Organization Name] is terminating the contract titled "[Contract Title]," signed on [Contract Start Date], with the reference number [Contract Number].

This termination is in accordance with the provisions outlined in Section [Specify Section] of the agreement, which allows for termination under [specify conditions, e.g., breach of contract, mutual agreement, service completion, etc.].

As stipulated in the agreement, this termination will take effect as of [Termination Effective Date], allowing for the agreed [notice period, e.g., 30 days, 60 days] notice period.

The reasons for this decision are as follows: [Provide a brief and factual explanation of the reasons for termination, ensuring to remain professional and concise.]

To ensure a smooth and effective transition, we request the following actions to be completed by the termination effective date:

- Final delivery of any pending services or products.
- Completion of all outstanding payments, as detailed in our contract.
- Return of any property, documents, or confidential information belonging to [Your Company/Organization Name].

Please confirm receipt of this termination letter and any actions you will undertake as specified. If there are any details or issues that require discussion, I am available to schedule a meeting or a call at your earliest convenience.

Thank you for your attention to this matter and your cooperation throughout the duration of our contract. We hope to conclude our agreement amicably and with professionalism. Should you have any questions or require further clarification, do not hesitate to contact me directly at [Your Contact Information].

Sincerely,

[Your Full Name]

[Your Title]

[Your Contact Information]