

# Contract Termination Letter

**From:** \_\_\_\_\_  
Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

**To:** \_\_\_\_\_  
Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address

**Subject: Termination of Contract** \_\_\_\_\_  
Title and Date of Contract

Dear \_\_\_\_\_,

The purpose of this letter is to notify you that we have decided to terminate the above-mentioned Contract with you, effective \_\_\_\_\_, in accordance with the Terms and Conditions of that Contract.

You may contact us at the above address if you have any questions. We can also be contacted by phone at \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_ and by email at \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_.

Yours sincerely,

\_\_\_\_\_

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS