

**Date:**

\_\_\_\_\_

**To:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:**

Contract Termination Letter

**Dear [Recipient's Name],**

This letter serves as formal notice of termination of the contract dated \_\_\_\_\_ between  
\_\_\_\_\_ ("Party A") and \_\_\_\_\_ ("Party B").

The contract will be terminated effective as of \_\_\_\_\_.

Please consider this as the required notice as stated in the contract.

If you have any questions, please contact me at your earliest convenience.

Sincerely,

\_\_\_\_\_  
[Your Name]  
[Your Title/Position]  
[Company/Organization Name]