

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]