

Sample Business Letter for Termination of Contract for Convenience Clause

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

[City, State ZIP Code]

Subject: Notice of Termination of Contract for Convenience

Dear [Recipient Name],

We are writing to formally notify you of our intention to terminate the contract between [Your Company Name] and [Recipient's Company Name] dated [Contract Date], pursuant to the convenience clause stipulated in Section [XX] of the agreement.

In accordance with the terms of the contract, this termination is being made without cause and will be effective as of [Effective Termination Date], which complies with the required notice period. All outstanding obligations through the effective date will be fulfilled as agreed.

Following the termination, we kindly request your cooperation in completing any necessary procedures as outlined in the contract, including the return of materials, settlement of accounts, and transition of any ongoing projects or responsibilities.

We would like to take this opportunity to thank you for your services and professionalism during the course of our engagement. We hope to maintain a positive business relationship and remain open to future opportunities for collaboration.

Please feel free to contact us at [Your Contact Information] if you have any questions or require further clarification regarding this termination.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]