

[Your Name]  
[Your Position/Title]  
[Your Company Name]  
[Company Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]

Date: [Date]

[Recipient's Name]  
[Recipient's Position/Title]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State ZIP Code]

**Subject: Formal Notice of Contract Termination**

Dear [Recipient's Name],

This letter serves as formal notice of our intent to terminate the contract between [Your Company Name] and [Recipient's Company Name], dated [Contract Date], pursuant to the terms and conditions outlined in the agreement. In accordance with the required notice period specified in section [Relevant Section] of the contract, this notice is being provided [specify number of days/weeks/months, e.g., 30 days] in advance.

The reason for termination is [briefly state the reason or state "in accordance with the contractual provisions"]. The contract will thus be considered terminated effective [Effective Termination Date], allowing for the requisite notice period as agreed upon.

We kindly request your cooperation to facilitate a smooth transition during this period. Please ensure that all outstanding obligations, deliverables, or payments are settled on or before the termination date. Should you require any further clarifications, please feel free to contact me directly.

We appreciate the work carried out during the term of our agreement and wish you continued success in your future endeavors.

Please acknowledge receipt of this notice at your earliest convenience.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Company Name]