

[Your Company Letterhead]

[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Termination of Contract Due to Breach of Agreement

Dear [Recipient Name],

We are writing to formally notify you that, effective [Effective Date], [Your Company Name] is terminating the contract entered into on [Contract Date], referenced as [Contract Reference/Number], between our companies.

This decision comes as a result of your company's breach of the following contractual terms:

- [Briefly describe the first breach, including the relevant clause or section]
- [Briefly describe the second breach, if applicable, including the relevant clause or section]

Pursuant to clause(s) [Clause Number(s)] of our agreement, these breaches constitute grounds for immediate termination. Despite our previous communications on [mention any prior warnings or notices, if applicable], the issues remain unresolved.

As such, we hereby exercise our right to terminate the contract with immediate effect [or specify effective termination date, if applicable]. All services, deliverables, or activities under this contract must cease as of the effective date mentioned above.

Please arrange for the settlement of any outstanding obligations and the return of any property or confidential information belonging to [Your Company Name] no later than [specify deadline].

We appreciate the efforts put forth during our association. Should you have any questions regarding this termination or require clarification, please contact [Your Name/Department] at [Your Contact Information].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]