

## Sample Business Letter: Termination of Contract for Non-Performance

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

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

Subject: Termination of Contract for Non-Performance

Dear [Recipient Name],

I am writing to formally notify you that [Your Company Name] is terminating the contract entered into on [Contract Date], referenced as [Contract Number/Description], between our two parties.

This decision is based on your company's failure to meet the agreed-upon obligations as specified in the contract, specifically:

- [Briefly describe instances of non-performance or missed deliverables]
- [Reference relevant sections or clauses in the contract, if applicable]

Despite our previous communications regarding these issues and our efforts to address them, the required performance standards have not been met. As a result, as per Section [X] of our contract, we are exercising our right to terminate the agreement effective [Termination Date].

Please ensure that all outstanding matters are resolved by the termination date, including the return of any company property, confidential information, or outstanding payments due.

If you have any questions regarding this decision or need clarification on the termination process, please contact me directly at [Your Phone Number] or [Your Email Address].

We appreciate your past cooperation and hope to resolve all outstanding matters in an amicable and timely manner.

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