

Sample Letter for Termination of Construction Contract (Proper Notice Clause)

[Your Name or Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name or Contractor's Company Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Notice of Termination of Construction Contract

Dear [Recipient Name],

I am writing to formally notify you, as required under Section [X] of the Construction Contract dated [Contract Date] (the "Contract"), between [Your Company Name] and [Contractor's Name], of our decision to terminate the Contract, effective [Date of Termination], allowing for notice period as per contract, e.g., 30 days from the date of this letter].

The reason for this termination is [briefly state reason, e.g., persistent delays in project milestones, non-compliance with agreed terms, or for convenience if the agreement allows].

As per the terms of the Contract, specifically the notice clause under Section [X], we are providing the required [XX]-day written notice to ensure compliance with our mutual obligations. Please consider this letter as the official notice of termination.

We kindly request that you cease all work on the project effective [Date of Termination]. Please submit any outstanding invoices and a final account statement by [date], and return all company property, project documentation, and materials belonging to [Your Company Name] by the termination date.

We appreciate your cooperation and request that you confirm receipt of this termination notice in writing by [confirmation date].

Should you have any questions regarding this matter, please do not hesitate to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]