

# Sample Business Letter: Termination of Contract with 30 Day Notice

This sample business letter for **termination of contract with 30 day notice** provides a clear and professional template to formally notify the other party of your intent to end the contractual agreement. It includes essential elements such as the date of notice, the reason for termination if applicable, reference to the original contract terms, and affirmation of compliance with the required 30-day notice period. Utilizing this letter helps maintain clear communication, ensures legal propriety, and facilitates a smooth transition or closure of the business relationship.

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## [Your Company Letterhead]

[Your Name]

[Your Position/Title]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

**Date:** [Date]

## [Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Company Address]

[City, State, ZIP Code]

## Subject: Notice of Termination of Contract

Dear [Recipient Name],

This letter serves as formal notice of our intent to terminate the contract between [Your Company Name] and [Recipient Company Name], dated [Original Contract Date], in accordance with the terms specified in Section [Section Number] of the agreement, which requires a 30-day written notice prior to termination.

The effective date of termination will be [Effective Termination Date, 30 days from notice]. [Optional: The reason for termination is as follows: (Provide brief explanation if necessary, or state "as per the terms of the contract").]

We will continue to meet our obligations and provide services as outlined in the agreement during the notice period. Please advise regarding any necessary steps we should take to ensure a smooth transition and closure of our business relationship.

Should you have any questions or require further information, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]

[Your Position/Title]

[Your Company Name]