

_____, 20____

Re: _____ [Title of Contract]

Dated: _____, 20____ [Date of Contract]

Dear _____:

This letter serves as notification of termination of the aforementioned contract, effective on _____, 20____.

This notification complies with the minimum notice period required by our agreement.

All outstanding requirements of the contract should be fulfilled by the parties prior to termination, unless otherwise agreed upon in writing.

The reason(s) for this termination is/are: _____

Please confirm receipt of this letter. If you have any questions or need anything further, I can be reached via phone at _____ or via email _____.

Your collaboration and cooperation is greatly appreciated.

Sincerely,

