

Legal Contract Termination Letter

Date:

Recipient Name:

Recipient Address:

Subject:

Termination of Contract

Dear ,

This letter serves as formal notice of termination of the contract entered into between **[Your Name/Company]** and **[Recipient Name/Company]** dated **[Contract Date]** .

Termination Effective Date:

In accordance with the terms of the agreement, this letter serves as **[Number of Days]** days written notice of intent to terminate the contract.

Please ensure that all outstanding obligations are fulfilled prior to the contract's termination date.

If you have any questions, please contact **[Your Contact Information]**.

Sincerely,

[Your Name/Title/Company]