

[Date]

To,

Subject - Termination of contract

Hello _____,

We regret to inform you that the services of your company will no longer be needed. Therefore, we seek the termination of our contract stat. This letter serves as official notice for termination of the contract we will be serving the notice period of 30 days as per the signed contract.

Following are the reason for the termination

- Inability to deliver
- Untimely delivery
- Unprofessional behaviour
- Lack of requirement of the products

The orders that have already been placed will be completed unless clearly mentioned otherwise. Ideally, these services should be completed as normal. If there are any outstanding payments, kindly send us the invoice, we will process them at our normal payment cycle.

We wholeheartedly thank you for providing your services to us for __ years. It was a pleasure working with you.

Regards,

_____.