

# Business Contract Termination Letter

[Your Name] [Your Position] [Your Company Name] [Your Company Address] [City, State, Zip Code] [Email Address] [Phone Number] [Date]

[Recipient's Name] [Recipient's Position] [Company Name] [Company Address] [City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of our business contract with [Company Name], effective [Termination Date]. This decision aligns with the terms outlined in our agreement dated [Original Agreement Date].

## **Contract Termination Details:**

1. **Contract Reference Number:** [Contract Reference Number]
2. **Termination Date:** [Termination Date]
3. **Reason for Termination:** [Brief Explanation]
4. **Final Deliverables/Actions:** [Details of Any Final Deliverables or Actions]
5. **Transition Plan:** [Transition Plan, if applicable]

I want to express my gratitude for the services provided by [Company Name] during our collaboration. If there are any outstanding matters or if you require additional information to facilitate the termination process, please do not hesitate to contact me.

I appreciate your understanding and cooperation throughout our partnership.

Sincerely,

[Your Full Name] [Your Signature]