

Business Contract Termination Letter Example #2

Date:

To,

Name _____

Address _____

Subject: Business Contract Termination Letter

From,

Name _____

Address _____

Dear _____,

This is to inform you about the services that we are receiving from you are from the notice period required by our agreement. The company was provided with good services in the past. But, now however we and company want to decided to terminate the business contract due to _____ reasons.

Before all the discuss the orders or the services which your company was providing was explicitly inform you. Apart, from this we are outstanding clear all the amounts that our account by the date _____. In, the end we would like to receive all the relevant invoices by the date _____.

Plese confirm us the receipt of this letter as termination of our contract by closing of our account. If have any questions contact us at _____.

Thanking You.

Yours Sincerely,

Name _____

Signature _____