**Sample contract termination letter**

*Company letterhead*

*Address*

*Address*

*Date (the date letter is written).*

*To,*

*Counterparty company name*

*Address*

*Address*

*Address*

*RE: Termination of Contract Ref No \_\_\_\_\_\_\_\_\_\_\_*

*Dear responsible party*

*This letter serves as a confirmation that [company name] will no longer require the services of [recipient company name] as of [date]. This notice satisfies the [days] notice specified in the contract without any further legal action required.*

*We highly appreciate the dedicated and timely service your company has been offering us for [number of years/ months]. However, we have decided to terminate the contract due to [give reasons for the termination]. Our company will from [specify date] not be taking orders from your company.*

*We expect all outstanding orders cleared and delivered before the official termination date. We will settle all outstanding bills on our part, and we hope to have received all undelivered invoices by [specify date]. Kindly note that we will not be placing any new orders with your company going forward.*

*Kindly confirm receipt of the* ***contract termination*** *letter and the closing of our account. In case of any questions or clarifications about the need to discontinue your services, contact me at [phone number] or email me at [email address].*

*We thank you for the outstanding service.*

*Sincerely,*

*[Name of sender]*