[INSERT DATE]

RE: [INSERT CONTRACT NAME]

Dated: [INSERT CONTRACT DATE

Dear [INSERT NAME],

This letter constitutes as notification of the termination [INSERT CONTRACT NAME] effective as of the [INSERT DATE].

This termination notification is in accordance with the minimum notice period outlined within our agreement.

Unless explicitly stated otherwise or otherwise agreed in writing, each party has a duty to fulfil all of their outstanding obligations prior to termination.

The reason for the termination is [INSERT TERMINATION REASON].

Please confirm receipt of this letter by way of reply. If you have any questions, do get in touch. I can be contacted my mobile at [INSERT NUMBER] or by email [INSERT EMAIL ADDRESS].

Thank you in advance for your cooperation.

Kind regards,

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