

Termination of Contract

Dear _____,

This letter is to inform you that _____ is terminating the
_____ contract entered into on _____, regarding

The contract is being terminated according to the stipulations provided in the original
agreement. _____ has decided to terminate the contract due to the
following reasons:

Please sign below and return this letter to _____ via { courier} to
indicate your acknowledgement of this termination.

Thank you for your time.

Sincerely,

Signed:

{Recipient Name}

{Recipient Signature}