

[Your Name]  
[Your Title]  
[Your Company Name]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]

Subject: Notice of Early Termination Due to Project Completion

Dear [Recipient Name],

This letter serves as formal notification that our agreement dated [Contract Start Date] regarding [Project Name] will be terminated effective [Termination Date].

As per the terms of our contract, this termination is a result of the successful completion of all project deliverables ahead of the originally scheduled completion date of [Original End Date]. All tasks outlined in the Statement of Work have been finalized and approved.

Please find attached the final invoice for services rendered through [Termination Date]. We request that any outstanding payments be settled by [Due Date] as per our payment terms.

We appreciate the opportunity to have worked with [Recipient Company Name] on this project and look forward to the possibility of collaborating again in the future.

Sincerely,

[Your Signature]  
[Your Printed Name]