

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

## **RE: NOTICE OF TERMINATION OF CONTRACT FOR BREACH**

Dear [Recipient Name],

This letter serves as formal notice that [Your Company Name] is terminating the [Title of Agreement/Contract], dated [Date Contract Was Signed], effective [Effective Date of Termination].

We are taking this action due to your breach of the following terms of the agreement:

- [Section/Clause Number]: [Brief description of the specific breach]
- [Section/Clause Number]: [Brief description of the specific breach]

[Optional: Mention prior warnings or opportunities to cure] On [Date], we provided notice of these issues; however, the breaches remain unresolved as of the date of this letter.

As a result of this termination, please ensure the following actions are completed by [Date]:

- Cease all services and activities related to this contract.
- Return all company property, confidential information, and materials.
- Submit a final invoice for work completed up to the date of breach.

We reserve all rights to pursue legal remedies and damages resulting from this breach of contract.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Job Title]