

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

[Vendor Name]
[Vendor Representative Name]
[Vendor Address]
[City, State, Zip Code]

RE: Notice of Contract Termination

Dear [Vendor Name],

This letter serves as formal notification that [Your Company Name] is terminating the contract for painting and drywall services dated [Original Contract Date].

In accordance with the terms of our agreement, this termination will be effective as of [Last Date of Service/Effective Date]. We request that all painting and drywall work cease by this date.

The reason for this termination is [State reason, e.g., completion of project / failure to meet deadlines / breach of contract terms / convenience].

Please submit a final invoice for all work completed up to the termination date no later than [Date]. We expect all company property, keys, or materials belonging to [Your Company Name] to be returned by [Date].

Please acknowledge receipt of this letter in writing.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]