**Date:**

**Re. Contract Termination Letter**

Dear [NAME],

I am [NAME], the [POSITION] from the [COMPANY]. Through this letter, I am penning to tell you that the company does not require your services anymore. Officially, it means to say that the company wants to end its contract with you due to certain reasons. After the termination of the contract, all the invoices shall be shared and any of the outstanding amounts will be cleared from both sides through explicit means.

The letter refers to contract no. [x] which was agreed between both of the parties on [DATE]. The contract was to provide all the metallic materials including raw and manufactured material for the construction from [DATE] to [DATE]. The contract was brought into consideration by the mutual consent of the parties, and it was officially approved for both companies.

However, the company does not see any future potential to provide the construction material to your company after [DATE]. Therefore, it is to inform you that the company would not be able to take the overburdening potentials. The company shall provide all the outstanding material till [DATE]. To avoid the breach of contract on legal grounds, we have taken approval from the court. Hence, giving you ample time to find another vendor for the purpose, shall not affect the ongoing projects of construction by your company.

The Senior Accountant of the company has been given the deadline to evaluate the calculations for any outstanding amount. We assure you of the release of the outstanding amount before [DATE]. We apologize for the inconvenience which has been caused by unavoidable circumstances like sudden reduction and the downfall of the newly installed machinery.

Please refer to our Project Management Team (PMT) if you have any queries. You can put your queries to [EMAIL ADDRESS] or call at [PHONE]. We thank you for your constant support and long-standing collaboration. Please accept our humble commendations for your team. Thank you.

Regards

[Your Name]  
[Designation]  
[Business Name]