

Construction Contract Termination Letter

[COMPANY LETTERHEAD]
[COMPANY ADDRESS]

[DATE]

[NAME OF CONTACT PERSON]
[DESIGNATION]
[COMPANY NAME]
[COMPANY ADDRESS]

RE: Construction Contract Termination

Dear Mr./Ms [NAME OF CONTACT PERSON],

It has been brought to our attention that since the last 2 weeks, there has been very little to no progress on the work being done on our construction site at [ADDRESS OF CONSTRUCTION SITE]. We were informed that the operations on the site actually came to a standstill on [Date]. We notified you about this as soon as we learned about the situation and sent you a notice suggesting termination if the work was not resumed immediately.

We have not received any notice regarding any issue on the work being done and we were wondering why that was the case. It was clearly stipulated on our agreement for you to inform us immediately should there be any problem that may slow down or totally disrupt the operations on our site.

Since the construction operation on the site has been on a standstill for more than 10 days and because of your failure to notify us about the situation according to the terms and conditions set out on our agreement, we regret to inform you that we wish to terminate our mutual contract effective immediately. This contract has been terminated based on [Appropriate Section or Clause in the Construction Contract] of the construction contract.

We request you to sign a copy of this letter and send it back to us within 5 days of its receipt. Your failure to comply may result in legal actions.

Sincerely,
[Name of Sender]
[Designation]
[Company Seal]