

Contract Termination Letter to Customer

Receiver Address

Tel:

Date

Your Address

Tel:

Sub: Termination of Contract

Dear Ms. XYZ,

We regret to inform you that we are termination our contract with your company prematurely with immediate effect. After receiving repeated complaints from our guests for the services and treatment at your center, we have decided to end the contract, to avoid any more inconveniences to our guests.

Though we had raise the issue with you several times, it has been observed that the things have not improved, and our gusts have been given poor quality services. We have even received certain serious complaints against your staff, and the low quality products used at your center.

As per the terms and conditions of the contract, we had signed in for corporate offer for our guests, but they have been billed excess of that, which can not be tolerated any more. This has considerably affected our market reputation with rise in number of unsatisfied guests. To prevent any further loss and disrepute, we have decided to terminate the contract with your firm. We hope you acknowledge our concern, and take corrective measures.

Thanking you for giving us an opportunity to be your business partner. Truly,

(Signature)

ABC

General Manager