

Sample Business Contract Termination

From,

Ray Derek,

Drake industries ltd,

55th avenue,

New York

DD/MM/YYYY

To,

Mr. Vicky Kaushal,

Notin company,

New Jersey.

Respected Mr. Vicky,

This is a formal message to inform you that the contract between our company will be terminated on 28th September 2018. According to the terms and conditions on the contract is any party cannot deliver the results the other party has right to terminate the contract.

As mentioned in the contract, your company was supposed to deliver the products on or before 13th September. But even after a week, we didn't receive our product We are very much disappointed. This delay caused us a huge financial loss, and we are on the verge of losing our clients.

This is the reason we want to terminate our agreement. For payment or any other details or query contact us at 99089790 or email us on name@email.com. Below is the copy of termination, please sign it and send it to address mentioned above.

Yours sincerely,

Ray Derek.