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# Client Contract Termination Letter

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Client's Name]**

[Client's Position/Title]

[Client's Company Name]

[Client's Address]

[City, State, ZIP Code]

**Subject:** Termination of Client Contract

**Dear [Client's Name],**

I am writing to formally notify you of the termination of the contract between [Your Company Name] and [Client's Company Name], dated [Start Date of Contract]. This termination is being initiated under section [Relevant Section of the Contract] due to [reason, e.g., changes in scope, breach of contract, or mutual agreement].

As agreed, the notice period of [Number of Days] will begin from the date of this letter. All services and obligations on our part will cease by [Final Date]. We request that you settle any pending dues or obligations by this date.

We appreciate the opportunity to work with you and hope to collaborate again under different circumstances in the future. Should you have any questions or require further discussion, please contact me directly at [Your Contact Information].

**Sincerely,**

[Your Full Name]

[Your Job Title/Position]

[Your Company Name]