TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

 **Subject:** Termination Letter for Consultancy Services.

Dear Sir/Madam

This letter is to bring to your notice that the contract made between our company **[Company name]**  and your consultancy services **[Services]** that was made on **[Date]** will be terminated.

The main reason for this action we have given above in brief For the above-stated reason, we have decided to terminate the contract with your consultancy. The termination date of the contract is **[Date]**

We won’t be paying any money further as we made a clear deal in the beginning that we will not pay money once the contract is terminated. It is better if you meet us in person to know more about this situation.

If you have any queries, you can reach me at this **[Phone Number]** or at this  **[Email Address]**

Please sign the enclosed copy of the termination letter and send it to me as soon as possible. Hope you will have a better future.

With Regards,

**[Signature]**

**[Name]**