TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Termination of Business Contract Letter

Dear Robin Curate,

We are writing this letter to inform you that we will no longer need your services as of Jan. 10, 20XX.

While we have enjoyed working with Curate Media Services these past three years, due to departmental reorganizations we’ve decided to terminate our contract.

Please complete all remaining assignments before our contract ends, and submit all invoices by Jan. 9 so we can pay you in full. As of Jan. 10, you will no longer be able to access our server or networks.

Thank you for all your hard work. Please contact me via phone or email if you have questions.

Sincerely,

**[Signature]**