TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

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

Dear **[Sir or Madam],**

This letter is to bring to your notice that the contract made between our company **[mention company name]**  and your consultancy services  **[mention the consultancy services name]**  that was made on **[mention the date when the contract was made]** will be terminated. **[Describe in your words].** The main reason for this action is **[mention the reason clearly].**

For the above-stated reason, we have decided to terminate the contract with your consultancy. The termination date of the contract is [mention the termination date].**[Describe actual cause and situation]**. 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. **[Describe company rules].** 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 **[mention your mobile number]** or at this Email Address **[give your mail id].** **[Cordially describe recommendation and requirements]**. 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]**