TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Business Contract Termination Letter

Dear Mr. James,

We are regret to inform you that One Tech Solution is terminating the Home Food Service contract, which was executed on September 10, 20XX. The notice compiles with the required one-month notice and other contract terms for the termination.

Due to the Corona Virus and the current economic situation of the country, our company is unable to continue the agreement.  Consequently, we decide to terminate our contract and discontinue further transactions with you.

We were pleased with your service and would like to thank you for an incredible facility. Please accept our apologies for any inconvenience that may have caused you.

If you have any questions or need further information regarding this issue, please reach out to me at **[E-mail address]**.

Yours Sincerely,

**[Signature]**

David Mark