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 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. **[Describe actual cause and situation regarding agreement termination]**. The termination date of the contract is **[mention the termination 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.  **[Describe all about the situation].** 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].**

Please sign the enclosed copy of the termination letter and send it to me as soon as possible. **[Cordially describe your greetings and Requirements].** Hope you will have a better future.

With Regards,

**[Signature]**

**[Name]**