From,  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

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 contract was made) will be terminated. 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). 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 \_\_\_\_\_\_\_\_\_\_ (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. Hope you will have a better future.

With Regards,

Name and Signature