

Termination Letter Template

[Write Name Here]

Date: 00/00/0000

[Designation]

[Address]

[Contact]

Dear Mr. [Write name here]

Sub- Termination of Construction Contract

Ref- Our Construction Contract Dated April 10, 2010 and no. 11/225/2011

I hereby regret to inform you that we are not going to perform the contract as mentioned above. Despite of our several reminders to clear your dues to us you are not able to pay any bill to us. We have waited for long time and if we continue to perform the contract then we will do it only at the cost of our money.

As a result, we have decided to terminate our contract. We request you to clear your dues as early as possible and expect early reply to this letter. If you do not comply with the letter we will look forward to take help of legal action against our bills due.

Thanking You,

Yours Sincerely,

[Write Your Name]

[Address]