

## Construction Letter to Terminate a Contract

[Your Name]  
[Address]  
[City, State, Zip]

[Date of letter]

[Recipient's Name]  
[Title]  
[Company Name]  
[Address]  
[City, State, Zip]

Dear [Recipient's name],

I am writing you today to notify you that I have decided to terminate the following Project Agreement with you:

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

The termination of the above listed project will be effective as of: \_\_/\_\_/\_\_\_\_, which is in line with the terms and conditions of our signed contract. If you have any questions please contact me at your earliest convenience at the number above.

Best regards,  
[Your Signature]