

Notice of Termination and Remedies Template

(Use agency letterhead)

Note: Send only after legal review and proper authorization

Date

Contractor Name and Address

Re: Contract # _____ -- Notice of Termination

Dear _____:

This letter will provide formal notice of termination of the above-referenced contract between [Contractor] and [State entity], dated _____, effective [immediately, or on a specific date]. You were notified of default under this contract by letter. Therefore this contract is terminated for cause, pursuant to its paragraph ____.

You are hereby advised to cease all further performance, immediately. The [State entity] will obtain substitute [goods/services], and, without limitation of any other remedy available under applicable law, [Contractor] is responsible for any additional cost of such [goods/services], as well as any additional costs or damages arising from the default.

Once the additional cost of obtaining substitute [goods/services] is determined, you should be of the amount due. Please note that failure to pay an amount due to the State may result in debarment until such amount is fully paid, as well as in additional collection action.

Sincerely,

[Name and Title of person signing letter]