

# Contract Termination Letter to Client

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**XYZ Consulting Firm Letterhead**

**October 18, 2024**

John Doe  
Doe Enterprises  
789 Enterprise Blvd.  
Techville, CA 94088

Dear Mr. Doe,

**Subject: Termination of Consulting Services Agreement**

We regret to inform you that XYZ Consulting Firm, as per the terms outlined in our service agreement dated June 1, 2023, is terminating the contract effective November 18, 2024. This decision has been made due to a shift in business priorities towards other regions and sectors that no longer align with the scope of services we have been providing to Doe Enterprises.

As stipulated in clause 15A of our agreement, we are providing a 30-day notice to facilitate a smooth transition and completion of any remaining responsibilities. Please ensure that any data or documents that are currently in review are finalized and returned to us by the effective date of termination.

We request that all outstanding payments, as detailed in the attached statement, be settled by November 5, 2024. This will ensure that all financial responsibilities are concluded prior to the termination of our contract.

We have valued our relationship with Doe Enterprises and appreciate the opportunity to have collaborated with you. We are committed to assisting in the transition and ensuring

that all pending matters are addressed swiftly. Should there be any concerns or further assistance required from our side, please do not hesitate to contact me directly at (555) 123-4567 or email@example.com.

Thank you for your understanding and cooperation.

Warm regards,

**Jane Smith**

Client Relations Manager

(555) 123-4567

XYZ Consulting Firm