Date

Recipient Name

Company Name

Recipient Address

Re: Construction Contract Termination

Dear Mr. Recipient:

This correspondence is sent in accordance with sections 6 and 7 of the contract between SENDER and RECIPIENT. Over the last two months, it has become clear that the construction project at (SENDER'S ADDRESS) is not going to be finished with the efficiency and quality that were promised in the original contract. Accordingly, RECIPIENT is hereby notified of the termination of this contract.

Specifically, SENDER became aware on DATE of certain defects in the quality of the cabinetry and countertops that were installed at the above-mentioned address. RECIPIENT was informed of the problems the same day. In accordance with the terms of the contract, RECIPIENT promised to fix the issues within 30 calendar days.

​It is now 15 days after the expiration of that 30 calendar day period, and no further work has been completed. Sections 6 and 7 of the contract stipulate that SENDER may terminate the contract if issues brought to the attention of RECIPIENT are not resolved within 30 calendar days. Accordingly, this contract is terminated, and SENDER is not responsible for any balance due to RECIPIENT.

Please sign a copy of this letter and return it to us within seven days of receipt.

Very truly yours,

Sender's Signature

Sender's Printed Name

Sender's Job Title