

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Re: (project name or designation)

Dear _____,

Because you have failed to comply with our requests as stated in our letter dated _____, we are forced to terminate your subcontract agreement. As we stated in our letter, we cannot afford to put our project or our customer's trust at risk; we simply must ensure the success of this project in a timely manner.

We are currently canvassing the job market for a replacement to complete the work you began; while we will make every effort to ensure the amount of this new contract is fair to you and your replacement, we must charge this expense against the amount due you under the original agreement. If these charges exceed what we owe you, we will bill (subcontractor's company's name) for the balance.

We regret that this action became necessary, but after carefully considering our options, we concluded there is no other solution.

Sincerely,

Name

Title