

**Mickey Mouse  
123 Main Street  
Orlando, FL 33444**

February 16, 2017

Scrooge McDuck  
123 Lake Pond Road  
Orlando, FL 33444

Dear Mr. McDuck,

This letter is being written to confirm that as of February 3, 2016, I will no longer need to use your services. I have been pleased with our prior relationship and it is my wish that we part on good terms. I am terminating the contract because you failed to pay in accordance with the contract.

My contract agreement with you expires on February 15, 2018. Please use this letter as our notice not to renew that contract. Please feel free to contact me at (999) 999-9999 with any additional issues you may have regarding this contract termination letter.

Best wishes,

Mickey Mouse

**SAMPLE**