**NOTICE OF TERMINATION FOR CONVENIENCE (SAMPLE)**

Date

Contractor Name

Contractor Address

Re: Contract Title; Notice of Termination for Convenience

Dear \_\_\_\_\_\_:

Pursuant to Section \_\_\_ (Termination) of the contract, this contract is hereby terminated effective [date]. [Contractor Name] is directed to immediately stop all work, terminate subcontracts, and place no further orders.

In accordance with this Notice of Termination, you shall:

1. Keep adequate records of your compliance with this notice, including the extent of completion on the date of termination.

2. Immediately notify all subcontractors and suppliers, if any, of this Notice of Termination.

3. Notify the Agency Contract Administrator [name], of any and all matters that may be adversely affected by this termination; and

4. Take any other action required by [Agency Name] to expedite this termination.

By this correspondence, the [Agency Name] expressly does not waive any rights, remedies, privileges or immunities available to it as an Agency of the State of Montana or otherwise available to it under the referenced contract and under applicable law.

The Point-of-Contact for this matter is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who can be reached at XXX-XXX-XXXX and at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,