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

Date

Contractor Name

Contractor Address

RE: Contract Title; Notice of Termination for Cause

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

Pursuant to Section \_\_\_\_\_ (Termination) of the contract, this contract is hereby terminated effective [date] for failure by [Contractor Name] to [describe contractor’s non-performance.

[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 Manager [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. Among other things, [Agency Name] reserves the right to refer this matter to the Office of the Attorney General of the State of Montana for handling.

Sincerely,