

Sub-Project Contract Termination/Suspension Letter

To MR/Mrs
(Organization Name)
(Address)

Dear Sir/Madam

The letter issued by NEA, based on the decision taken by NEA/NSC conforms that your contract on *(name of the business)* signed on *(insert contract agreement date)* with the NEA has been terminated/suspended for cause, effective immediately.

The DGM Nepal Project grant you have been awarded for *(name of the business)*, as discussed during the termination/suspension meeting, is being terminated/suspended because of violation of the *(mention the cause(s) or default)* you committed after being informed by both the NEA team, that the Project would not support your business unless the defaults corrected. You are given *(insert period)* time to correct the default failing after which your contract will be terminated.

The due payment for your accrued expenses will be included in your final payment. We hope for the continuity of your business activity even after the termination of grants

Regards,

Team Leader