

# Termination of Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of [Specify Agreement Name]

I am writing to formally notify you that I am terminating the [Agreement Name] dated [Agreement Date]. In accordance with the terms outlined in the agreement, this termination will be effective [Specify Termination Date].

We appreciate the opportunity to have worked together, but due to [brief reason for termination], it has become necessary to terminate our agreement.

Please let me know if there are any outstanding matters to address prior to the termination date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]