

# Letter of Termination

Date: [Insert Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of the Joint Development Agreement ("Agreement") dated [Insert Agreement Date] between [Your Company Name] and [Recipient's Company Name].

This termination is in accordance with the provisions laid out in Section [Insert Section Number] of the Agreement. The reason for this termination is [briefly state reason]. We believe it is in the best interest of both parties to conclude our agreement at this time.

Please consider this letter as the official notice of termination, effective as of [Insert Effective Date]. We will ensure that all remaining obligations are fulfilled as per the terms outlined in the Agreement.

Thank you for the collaboration and efforts over the course of our partnership. We wish [Recipient's Company Name] continued success in your future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Contact Information]