

Termination of Sponsored Research Agreement

[Your Name]
[Your Position]
[Your Institution/Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Institution/Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that we intend to terminate the Sponsored Research Agreement dated [start date of the agreement] between [Your Institution] and [Recipient's Institution] due to [reason for termination]. This termination will be effective as of [termination date], in accordance with the terms outlined in Section [specific section of the agreement regarding termination].

We appreciate the collaboration that has occurred thus far and are committed to ensuring a smooth transition. We will provide any necessary materials and documentation up to the effective date of termination.

Please confirm receipt of this termination notice and acknowledge the effective date.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Institution/Organization]