

Termination of Invoice Agreement

From:

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To:

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

Dear [Recipient's Name],

I am writing to formally notify you of the termination of our Invoice Agreement dated [date of the agreement], entered into between [Your Company Name] and [Recipient's Company].

This termination is effective as of [termination date], as per the terms outlined in the agreement.

Please ensure that all outstanding invoices are settled by the stated termination date.

Thank you for your attention to this matter. If you have any questions or need further clarification, please feel free to contact me.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]