

Agreement Termination Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of our decision to terminate the agreement dated [Insert Agreement Date], regarding [Brief Description of Agreement]. In accordance with the terms set forth in the agreement, we are providing [Insert Notice Period] notice of our intention to terminate.

The effective date of termination will be [Insert Effective Date]. We appreciate the cooperation and services provided during the duration of our agreement. Please let us know if there are any outstanding matters to resolve before the termination date.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]