

# Termination of Agreement

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

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

Dear [Recipient's Name],

Subject: Termination of Agreement

I am writing to formally notify you of the termination of the agreement between [Your Company/Your Name] and [Recipient's Company Name], dated [Date of Agreement]. This termination is effective as of [Effective Termination Date].

The reasons for this termination are as follows: [Briefly explain the reasons for termination, if appropriate].

Please consider this letter as a formal notice of termination as per the terms outlined in our agreement. I ask that you acknowledge receipt of this notice.

Thank you for your understanding. I wish [Recipient's Company Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company Name]