

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally terminate our agreement dated [insert date of agreement], due to health issues that have significantly impacted my ability to fulfill my obligations.

Despite my best efforts, my current health situation necessitates this decision. I believe it is in both our best interests to conclude our agreement under these circumstances.

As per the terms outlined in our agreement, I would appreciate your understanding and cooperation in this matter. Please let me know if there are any final steps I need to complete to finalize this termination.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]