

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Distributor Name]

[Distributor Address]

[City, State, Zip Code]

Dear [Distributor Name],

We hope this letter finds you well. We are writing to formally notify you of the termination of our Distributor Agreement dated [Original Agreement Date], due to our upcoming business relocation.

As per the terms outlined in Section [X] of our agreement, we are providing you with [Number of Days] days notice, effective from the date of this letter. Our relocation will necessitate significant changes in our operations and distribution channels, making it impractical to continue our partnership under the current terms.

We appreciate the contributions you have made during our collaboration and wish you success in your future endeavors. Please ensure that any remaining obligations under our agreement are fulfilled by [Final Date for Obligations].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]