

Distributor Agreement Termination Notice

Date: [Insert Date]

[Distributor's Name]

[Distributor's Address]

[City, State, ZIP]

Dear [Distributor's Name],

We regret to inform you that we are terminating the Distributor Agreement between [Your Company Name] and [Distributor's Name], effective [Termination Date]. This decision has been made due to the underachievement of the established sales targets outlined in our agreement.

Despite our collaborative efforts to enhance sales performance, the required sales targets have not been met for the following periods: [List of relevant periods]. As per the terms of our agreement, we find it necessary to proceed with this termination.

We appreciate the efforts that you have made and thank you for your time as our distributor. Please ensure that all remaining inventory is returned and any outstanding invoices are settled no later than [Specify Deadline].

If you have any questions regarding this termination or the next steps, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP]

[Your Contact Information]