

# Letter of Termination for Distributor Agreement

[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 our decision to terminate the Distributor Agreement dated [Effective Date of Agreement] between [Your Company Name] and [Distributor Name]. This decision has been made as part of our strategic business realignment process.

As per the terms outlined in the agreement, the notice period for termination is [insert notice period]. Therefore, the termination will be effective on [Effective Termination Date]. We kindly request that you halt any further distribution of our products by this date.

We appreciate the effort that [Distributor Name] has put forth in promoting our products, and we value the relationship we have established over time.

Should you have any questions or require further discussion regarding the termination process, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]