

Notice of Agreement Termination

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal notification of our decision to terminate the agreement dated [Insert Agreement Date], as outlined in Section [Insert Section Number] of the said agreement.

In accordance with the terms specified in the agreement, we will be terminating the contract effective [Insert Termination Date]. We believe this decision is in the best interest of both parties.

Please ensure that all outstanding matters are settled by the termination date. Should you have any questions, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]