

Termination of Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of our agreement dated [Insert Date of Agreement]. This termination is effective immediately as of the date above.

Due to [briefly state the reason for termination], I am compelled to take this action. As per the terms outlined in our agreement, I believe that this termination is justified.

Please ensure that any outstanding matters are settled promptly. I appreciate our collaboration thus far and wish you success in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]