

# Formal Termination of Bailment Arrangement

Date: [Insert Date]

[Bailor's Name]

[Bailor's Address]

[City, State, Zip Code]

[Bailee's Name]

[Bailee's Address]

[City, State, Zip Code]

Dear [Bailee's Name],

This letter serves as formal notice of termination of the bailment arrangement dated [Insert Date of Bailment Agreement] between us. As per our agreement, I am providing you with [Insert Notice Period] notice of termination.

Please ensure that all items covered under the bailment are returned to me by [Insert Return Date]. The items to be returned are as follows:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

Thank you for your cooperation in this matter. Please confirm receipt of this termination notice.

Sincerely,

[Bailor's Signature]

[Bailor's Printed Name]

[Bailor's Contact Information]