

Formal Termination of Marketing Services

Date: [Insert Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of the marketing services agreement between [Your Company Name] and [Recipient's Company Name], effective [Termination Date]. This decision was made after careful consideration of our business objectives and current market conditions.

We appreciate the services you have provided to us during the course of our partnership and wish you the best in your future endeavors. Please let us know the necessary steps to finalize this termination and settle any outstanding matters.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]