

Termination of Marketing Services Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of our marketing services agreement effective [Insert Termination Date]. This decision comes after careful consideration and is in accordance with the terms outlined in our contract.

We appreciate the opportunity to have worked with you and your team on the various marketing initiatives. We hope that our services have contributed positively to your marketing endeavors.

Please let us know your preferred method for finalizing any outstanding matters, including invoices or deliverables. We are committed to making this transition as smooth as possible.

Thank you for your understanding. If you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]