

Termination of Marketing Services Agreement

Date: [Insert Date]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of the termination of the Marketing Services Agreement dated [Insert Date], between [Your Company Name] and [Recipient Company Name]. As per the terms outlined in the agreement, we are providing [Insert Number] days' notice.

The last effective date of our agreement will be [Insert Last Effective Date]. Please ensure that all outstanding invoices are submitted by this date for timely processing.

We appreciate the services provided during our partnership and wish you continued success in your future endeavors.

Thank you for your understanding.

Sincerely,

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