Termination Notice

Date: [Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hereby inform you that [Your Agency Name] has decided to terminate the export-import services agreement effective [Termination Date]. This decision follows a careful review of our current operations and strategic direction.

We appreciate the cooperation and support provided by your team during our partnership. Please ensure that all pending matters are finalized by the termination date.

Should you have any questions regarding this notice, feel free to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Agency Name]

[Your Agency Address]

[City, State, Zip Code]