

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally notify you of the termination of the Secondary Publishing Rights Agreement dated [insert date of agreement] between [Your Name/Your Company Name] and [Recipient's Name/Recipient's Company Name]. In accordance with the terms specified in Section [insert section number] of the agreement, I am providing you with [insert required notice period] notice of termination.

The effective date of this termination will be [insert effective date]. Please ensure that all further publishing activities related to the materials covered by this agreement cease by this date.

Thank you for your cooperation in this matter. Should you have any questions or require further clarification, please feel free to contact me at your earliest convenience.

Sincerely,
[Your Name]