

Media Contract Termination Notice

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of our media contract dated [Insert Contract Date] due to the change of ownership of [Your Company Name]. As per the agreement, we are providing you with [Insert Notice Period] notice of termination.

The last effective date of the contract will be [Insert Last Effective Date]. We will ensure that all outstanding obligations and deliverables are completed before this date.

Thank you for your cooperation during this transition. Should you have any questions or need further clarification, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]