

Termination Notice

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of the media contract entered into on [Insert Start Date], as the term of the contract will expire on [Insert Expiration Date]. In accordance with the terms specified in the contract, we will not be renewing the agreement.

We appreciate the collaboration and services provided during the contract period.

Please ensure that any outstanding matters are settled by the expiration date. If you have any questions regarding this notice, feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]