

# Termination Notice

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal notice of termination of the media contract dated [Insert Contract Date] between [Your Company Name] and [Recipient Company Name] due to lack of performance.

Despite our previous discussions and attempts to rectify the situation, we have not seen the required improvements in performance as outlined in our agreement. We have documented instances of [briefly describe specific performance issues].

According to the terms of Section [Insert Section Number], we are exercising our right to terminate this agreement effective immediately. Please cease all related activities as of [Insert Termination Effective Date].

We appreciate your efforts to date; however, we believe this decision is in the best interest of both parties. Kindly confirm receipt of this termination notice.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]