

# Termination Notice

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Media Company Name]

[Contact Person's Name]

[Media Company Address]

[City, State, Zip Code]

Dear [Contact Person's Name],

Subject: Termination of Media Contract - Mutual Agreement

This letter serves as a formal notice of termination of the media contract dated [Contract Date] between [Your Company] and [Media Company Name]. In accordance with our discussions and mutual agreement, we have decided to terminate the contract effective [Termination Date].

We appreciate the collaboration we have had thus far and believe that this decision is in the best interest of both parties. Please let us know if you require any further information or assistance during this transition.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]