

Media Contract 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 our decision to terminate the media contract between [Your Company Name] and [Recipient's Company Name], effective [Effective Termination Date]. This notice is provided in accordance with the terms outlined in our existing agreement.

As we approach the renewal period, we have reviewed our ongoing commitments and have decided not to proceed with renewal of the contract. We appreciate the services provided by your team during the contract period.

We kindly ask you to cease all activities related to the contract by the effective termination date and to settle any outstanding matters. Please let us know if there are any final requirements or paperwork that needs to be addressed.

Thank you for your understanding. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]