

Termination of Media Contract

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of the termination of the media contract dated [insert contract date] between [Your Company Name] and [Company Name]. This decision is due to ongoing dissatisfaction with the services provided, which have not met the expectations outlined in our agreement.

Despite previous communications regarding these issues, we have not seen satisfactory improvements. Therefore, as of [insert termination date], we will conclude our partnership.

Please consider this letter as the official notice required by our contract. We expect any final accounting and records to be submitted within [insert time frame] of this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]