

# Media Contract Termination Notice

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that we are terminating our media contract effective [Insert Termination Date]. This decision has been made as part of our strategic realignment efforts to better align our resources and initiatives with our evolving business objectives.

We value the partnership we have built with your organization and appreciate the services you have provided during our contract period. However, given our current strategic direction, we believe this course of action is necessary.

Please consider this letter as formal termination of our agreement in accordance with the terms specified in the contract. We will ensure that all outstanding commitments are honored and settled by the termination date.

Should you have any questions or require further clarification, please feel free to reach out to us at your earliest convenience.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]