

Termination Notice Before Legal Recourse

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 the termination of our agreement dated [insert date of agreement] concerning [brief description of agreement]. This decision has been made due to [briefly describe the reason for termination].

Please be advised that you have [insert number of days, e.g., 10 days] from the date of this letter to rectify the issues noted above. Failure to do so may result in further action, which may include legal recourse.

We hope to resolve this matter amicably and urge you to contact us at your earliest convenience. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]