

Termination of Exclusive Distribution Rights

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of the termination of the exclusive distribution rights granted to you under the agreement dated [Insert Agreement Date]. This decision comes into effect on [Insert Effective Date].

We appreciate the partnership we have shared; however, due to [insert reasons, if necessary], we find it essential to discontinue the exclusive rights arrangement.

Please ensure that all outstanding obligations are fulfilled by the effective termination date. Should you have any questions or require further clarification, feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]