

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reseller's Name]

[Reseller's Address]

[City, State, Zip Code]

Dear [Reseller's Name],

We are writing to formally notify you of the termination of the Reseller Agreement dated [start date of agreement], between [Your Company Name] and [Reseller's Name]. This termination will be effective [termination effective date].

The decision to terminate the agreement is due to [brief reason for termination]. We appreciate the partnership we have shared, and we wish you success in your future endeavors.

Please ensure that all outstanding transactions are completed and that any proprietary materials are returned by the effective termination date.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]