

# Termination of Agreement Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Agreement

I am writing to formally request the termination of the agreement dated [insert date of the agreement], between myself and [Company Name]. As per the terms outlined in Section [insert relevant section], I am providing [insert notice period] notice of termination.

The decision to terminate this agreement has not been taken lightly, and is based on [briefly state reasons for termination, if applicable]. I appreciate the opportunities that have arisen during our time working together.

Please confirm the receipt of this letter and the termination of the agreement at your earliest convenience. Should you require any further information or have any questions, feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]