

Termination of Agreement

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally agree to the termination of the agreement dated [Insert Agreement Date], pertaining to [briefly describe the subject of the agreement]. After careful consideration, we believe this decision is in the best interest of both parties.

This letter serves as confirmation that the agreement will be terminated effective [Insert Termination Date]. We appreciate the cooperation and efforts made by both parties during the duration of the agreement.

Please acknowledge receipt of this letter and confirm your agreement to this termination by signing below.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]

Acknowledgment:

I, [Recipient Name], hereby acknowledge and agree to the termination of the agreement as stated above.

Signature: _____

Date: _____