

Notification of Termination of Business Agreement

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[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 business agreement dated [Insert Date], between [Your Company Name] and [Recipient Company Name]. In accordance with the terms outlined in the agreement, we hereby provide [insert notice period, if applicable] notice of termination.

We appreciate the collaboration we have had during the course of our business relationship and wish you success in your future endeavors. Please arrange for the completion of any outstanding matters by [Insert Final Date].

If you have any questions regarding this termination or if there are any matters requiring our attention, please feel free to contact me directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]