

Termination of Commission-Based Agreement

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of our commission-based agreement dated [Insert Date of Original Agreement]. This decision is effective immediately as of [Insert Termination Date].

We appreciate the efforts you have put into our partnership, but due to [briefly state reason, e.g., changes in business strategy, performance issues], we have decided to discontinue the agreement.

Please ensure that all outstanding matters are settled promptly. If there are any commissions owed to you, please submit your final invoice by [Insert Deadline for Final Invoice], and we will process it accordingly.

Thank you for your understanding. We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]