

Contract Termination Letter

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Distributor's Name]

[Distributor's Position]

[Distributor's Company Name]

[Distributor's Company Address]

[City, State, ZIP Code]

Dear [Distributor's Name],

We are writing to formally notify you that [Your Company Name] has decided to terminate the distribution agreement dated [Date of Agreement] without cause, effective [Termination Date].

This decision was not made lightly and comes after careful consideration of our current business strategies. We sincerely appreciate the efforts and services you have provided during the term of our partnership.

Please ensure that all remaining obligations are fulfilled by the termination date. We request that you provide a final report of any outstanding orders and arrange for the return of any company property.

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]