

Early Sales Agreement Termination Letter

Date: [Insert Date]

To,
[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 the sales agreement dated [Insert Agreement Date] between [Your Company Name] and [Recipient's Company Name]. As per the terms outlined in the agreement, we have decided to exercise our right to terminate the agreement effective immediately.

We appreciate the opportunity to work with you and hope to maintain a positive relationship moving forward. Please confirm the receipt of this letter and acknowledge the termination of the agreement.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]