

Letter of Agreement Termination

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally notify you of the termination of our agreement dated [Insert Agreement Date], regarding [brief description of the agreement], due to fluctuations in demand that have impacted our operational capabilities.

As per the terms outlined in Section [Insert Section Number], we are entitled to terminate this agreement with a written notice. After careful consideration, we have decided to exercise this right.

The termination will be effective as of [Insert Termination Date]. We will ensure that any outstanding obligations and responsibilities are fulfilled prior to this date.

We appreciate the partnership we have had and wish you continued success in the future. Should you require any further information, please do not hesitate to contact me.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]