

# Notification of Ceasing Production Agreement

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to formally notify you that we will be ceasing our production agreement effective [Insert Date]. This decision has been made after careful consideration and evaluation of our current operations.

We appreciate the collaboration and efforts that have gone into this partnership. Please ensure that all outstanding matters are resolved by the termination date.

If you have any questions or require further clarification, please feel free to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]