

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request your assistance in reviewing the Sample Termination Agreement related to [specific contract or project]. As we approach the conclusion of our current engagement, it is essential to ensure that all terms and conditions are clear and mutually understood.

Please provide your feedback on the agreement at your earliest convenience. Your insights will be invaluable in helping us move forward smoothly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]