

Intercompany Loan Termination Notice

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

This letter serves as a formal notice regarding the termination of the intercompany loan agreement dated [Insert Loan Agreement Date] between [Your Company Name] and [Recipient Company Name].

In accordance with the terms outlined in the loan agreement, we are providing you with [Insert Notice Period, e.g., 30 days] written notice of our intention to terminate the loan arrangement effective [Insert Termination Date].

We kindly request that you settle any outstanding amounts before the termination date. Should you require further clarification regarding this notice, please do not hesitate to contact us.

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]