

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Non-Disclosure Agreement

I am writing to formally notify you that as of [Termination Date], the Non-Disclosure Agreement (NDA) dated [Original NDA Date] between [Your Company/Your Name] and [Recipient's Company/Recipient's Name] will be terminated.

According to the terms outlined in the agreement, this letter serves as the official notice required for termination. Please confirm in writing the receipt of this notice, and the effective termination date.

We appreciate the cooperation during our engagement and trust that any confidential information shared will continue to be treated with the utmost care and respect.

Thank you for your attention to this matter. Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]