

Termination of Client Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We are writing to formally notify you that we are terminating the Client Agreement dated [Insert Agreement Date] between [Your Company Name] and [Client Name], effective [Insert Effective Date]. This decision has been made in accordance with the terms outlined in our agreement.

Please be advised that all obligations under the agreement will cease as of the effective date mentioned above. We appreciate the opportunity to have worked together and wish you continued success in your future endeavors.

If you have any questions or require further information, please feel free to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]