

# Agreement Termination Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Agreement

I am writing to formally notify you that I am terminating the agreement between [Your Company/Name] and [Recipient's Company/Name], dated [Original Agreement Date], in accordance with the terms stated in our agreement.

The termination will be effective as of [Effective Termination Date]. Please ensure that all outstanding obligations are settled by this date.

Thank you for your cooperation during our time working together. Should you have any questions or require further clarification, please feel free to contact me.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]