

# Termination of Exclusive Distribution Agreement

Date: [Insert Date]

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

Dear [Recipient's Name],

I am writing to formally notify you of the termination of the Exclusive Distribution Agreement between [Your Company Name] and [Recipient's Company Name], effective [Termination Effective Date].

This decision has been made after careful consideration, and we believe it is in the best interest of both parties. We appreciate the efforts your team has made during the course of our agreement and value the relationship we have built.

As per Clause [insert clause number] of our agreement, please ensure that all outstanding accounts are settled by [settlement deadline].

If you have any questions or require further information regarding this termination, please do not hesitate to contact me directly at [Your Contact Information].

Thank you for your understanding.

Sincerely,

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