

Professional Agreement Termination Letter

Subject: Termination of Agreement Effective [Date]

Dear [Recipient Name],

I am writing to formally notify you of the termination of the agreement between [Your Company/Name] and [Recipient Company/Name] dated [Agreement Date]. After careful consideration, we have decided to end the agreement effective [Termination Date], in line with the terms and conditions outlined in the contract.

Please consider this letter as official notice of termination. We request that all outstanding obligations be completed before the termination date. Any pending payments or deliverables must be settled by [Final Settlement Date].

We appreciate the business relationship we have shared and wish you success in your future endeavors.

Sincerely,

[Your Full Name]

[Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/agreement-termination-or-cancellation-letter>