## **Termination for convenience clause**

Subject: Contract Cancellation Notice

Dear [Recipient Name],

Pursuant to the terms outlined in our agreement [Contract Number/Name], we are exercising our right to terminate the contract for convenience effective [Date]. We will ensure that all agreed obligations up to this date are fulfilled.

Please acknowledge this notice and proceed with any final steps necessary.

Sincerely,

[Your Name]

[Organization]

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