

Official termination of contract

Subject: Termination of Agreement

Dear [Recipient Name],

We are writing to formally notify you of the termination of our agreement dated [agreement date], effective [termination date]. This decision has been made due to [reason for termination].

Please ensure that all obligations are fulfilled and any pending matters are addressed prior to the termination date. We appreciate your cooperation and understanding in this matter.

Sincerely,

[Your Name]

[Position]

[Organization Name]

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