

Informal Agreement Cancellation Email

Subject: Ending Our Agreement

Hi [Recipient Name],

I hope you're doing well. I just wanted to let you know that I'll be discontinuing our agreement as of [Date]. While it's been good working with you, I feel it's the right time to move in a different direction.

Please confirm if there are any last steps or outstanding items we should take care of before closing things out. Thanks again for your support and cooperation.

Best,

[Your Name]

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