

Formal distributor termination

Subject: Termination of Distribution Agreement

Dear [Distributor's Name],

We regret to inform you that our distribution agreement dated [Agreement Date] will be terminated effective [Termination Date]. This decision follows a thorough review of performance metrics and contractual compliance. Unfortunately, we have found recurring issues that could not be resolved despite prior discussions and warnings.

As stipulated in the agreement, you are required to cease all sales, promotional activities, and representations of our brand from the effective termination date. Kindly return all unsold stock, promotional materials, and confidential documents within [number of days] days of receiving this letter.

We appreciate your past efforts and contributions, and we wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/distributor-termination-letter>