

Friendly termination message

Subject: Mutual Termination of Distribution Agreement

Dear [Distributor's Name],

I hope this message finds you well. After several discussions, we have agreed to end our distribution partnership effective [Termination Date]. This decision is not due to performance issues but rather a strategic shift in how we are approaching our business expansion.

We sincerely appreciate your dedication and the support you have provided over the course of our collaboration. Please ensure that all open orders, payments, and returns are settled by [Settlement Date]. We would also request the return of any remaining marketing materials.

It has been a pleasure working with you, and we look forward to maintaining a positive professional relationship in the future.

Warm regards,

[Your Name]

[Your Position]

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