

[Print or e-mail address]

<<Recipient's Name>>
<<Company / Business Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Under a contract between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>> (the "Agreement"), <<insert brief description of Agreement>> (the "Description"), <<insert name of Party 1>>, by virtue of [sub-]Clause <<insert clause number>>, is entitled to terminate the Agreement after <<insert period>> written notice to you.

[[We] OR [I] wish to terminate the Agreement for termination>>.]

This letter serves as notice to <<insert name of Party 2>> of the termination of the Agreement as per [our] OR [my] termination of the Agreement effective on <<insert date>> (the "Termination Date"). Neither <<insert name of Party 1>> nor <<insert name of Party 2>> shall have any further obligations to one another after the Termination Date. <<insert number>> [and <<insert any other provisions of the Agreement that expressly or by their nature survive termination>>]

Please sign and return the enclosed acknowledgment receipt and to confirm the termination of the Agreement.

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<insert name of Party 1>>]

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<<insert name of Party 2>>, of the termination of the Agreement as per [our] OR [my] termination of the Agreement effective on <<insert date>> (the "Termination Date"). As of the Termination Date, <<insert name of Party 2>> shall have any further obligations to one another after the Termination Date. <<insert number>> [and <<insert any other provisions of the Agreement that expressly or by their nature survive termination>>]

brief description of reason(s)

<<insert name of Party 2>>, of the termination of the Agreement as per [our] OR [my] termination of the Agreement effective on <<insert date>> (the "Termination Date"). As of the Termination Date, <<insert name of Party 2>> shall have any further obligations to one another after the Termination Date. <<insert number>> [and <<insert any other provisions of the Agreement that expressly or by their nature survive termination>>]

to [us] OR [me] to confirm the termination of the Agreement as per [our] OR [my] termination of the Agreement effective on <<insert date>> (the "Termination Date").