

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]

[Company Address]  
[City, State, Zip Code]

Subject: Termination of FCA Agreement

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally notify you of the termination of our Financial Conduct Authority (FCA) agreement, in accordance with the terms outlined in our contract dated [insert date of agreement].

Due to [briefly state the reason for termination, e.g., changes in business operations, failure to meet certain obligations, etc.], we have decided to discontinue our agreement effective [insert termination date].

We appreciate the collaboration we have had during the course of this agreement and wish you all the best in your future endeavors.

Please acknowledge receipt of this termination notice, and let us know if there are any outstanding matters we need to address before finalizing this process.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]