

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

[Recipient Name]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of FQDO

I hope this message finds you well. I am writing to formally notify you of the termination of our FQDO (Frequent Quality Delivery Operations) agreement, effective [termination date].

This decision has been made after careful consideration of our current business needs and future direction. We appreciate the services rendered under this agreement and acknowledge the support provided by your team during our partnership.

Please ensure that any outstanding issues are addressed promptly, and that we fulfill any remaining obligations as per the terms of our agreement.

Thank you for your cooperation and understanding. I wish you and your team all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]