

[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]

Dear [Recipient's Name],

Subject: Termination Notice for KQRS

I am writing to formally provide notice of termination regarding our KQRS agreement, effective [effective termination date]. This decision has been made after careful consideration, and I believe it is in the best interest of both parties.

As per the terms outlined in our contract, I will ensure that all obligations are fulfilled prior to the termination date. Please let me know if there are any outstanding matters that require my attention.

Thank you for the services provided to date. I appreciate your understanding and cooperation during this transition.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]