

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Notice of Termination

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of the termination of our agreement/lease/contract effective [date of termination]. This decision has not been made lightly, and I appreciate the time we have worked together.

As per the terms outlined in our [agreement/lease/contract], I am providing you with [number of days] days notice. The reasons for this termination are as follows:

1. [Reason 1]
2. [Reason 2]
3. [Any additional reasons]

Please ensure that any outstanding matters are resolved by the termination date. I would like to thank you for your cooperation and understanding regarding this matter.

If you have any questions or require further clarification, please feel free to reach out to me.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company Name, if applicable]