

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

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

Subject: Termination of Payment Agreement

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally notify you of the termination of our payment agreement dated [insert date of agreement], in accordance with the terms outlined in section [insert section number] of the agreement.

This termination will be effective as of [insert effective date]. Please ensure that any outstanding balances are settled by this date.

Should you have any questions or require further clarification regarding this termination, please do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]