

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

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

Dear [Recipient's Name],

Subject: Notification of Intent to Rescind/Terminate [Specify Agreement]

I hope this letter finds you well.

I am writing to formally notify you of my intent to rescind/terminate the [specific agreement, contract, or arrangement] dated [date of agreement] due to [reason for rescission/termination].

According to [reference any relevant policies or terms], I believe that this action is justified and in accordance with our agreement.

Please consider this letter as my official notice, effective [effective date of termination, if applicable]. I request that you confirm the receipt of this letter and the acceptance of my intent to rescind/terminate.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,
[Your Name]