

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

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

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally notify you of my decision to terminate the RC Agreement dated [insert date of agreement] between [your name/company] and [recipient name/company]. As per the terms outlined in the agreement, I am providing [insert notice period, if applicable] notice for this termination, which will take effect on [insert termination date].

This decision was made after careful consideration, and I appreciate the opportunities that have arisen during our partnership. I believe that ending the agreement at this time is in the best interest of both parties.

Please confirm receipt of this letter and let me know if there are any further actions needed to finalize this termination.

Thank you for your understanding.

Sincerely,

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