

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of XQGLQ Agreement

I hope this message finds you well. I am writing to formally notify you of the termination of the XQGLQ agreement between [Your Company Name] and [Recipient's Company Name], effective [termination date].

This decision was not made lightly, and we appreciate the collaboration we have had to date. However, due to [brief explanation of reason for termination], we believe that this is the best course of action moving forward.

Please let us know how you would like to proceed regarding any final arrangements or outstanding matters related to this agreement.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]