

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Stock Agreement

I am writing to formally notify you of the termination of our stock agreement dated [Insert Agreement Date]. As per the terms outlined in the agreement, I hereby provide notice of termination effective [Insert Termination Date].

Please ensure that all relevant documentation and processes are completed to finalize this termination. I request a written confirmation of the termination for my records.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title] (if applicable)

[Your Company Name] (if applicable)