

Notice of Intent to Terminate Agreement

Date:

To:

From:

Subject: **Notice of Intent to Terminate Agreement**

Dear ,

This letter serves as formal notice of my/our intent to terminate the Agreement dated between and , concerning .

In accordance with the terms outlined in the Agreement, this notice is being provided days in advance of the intended termination date.

The Agreement will terminate effective on . Please confirm receipt of this notice and take steps to facilitate the transition as required.

Sincerely,