[On company letterhead of PARTY NAME]

[ADDRESSEE]

[ADDRESS OF ADDRESSEE]

[DATE]

**[*DESCRIPTION OF AGREEMENT*]: NOTICE OF TERMINATION OF AGREEMENT**

Dear [NAME OF ADDRESSEE],

1. This letter concerns our agreement with you dated [DATE], under which [*Description of agreement*] (the “**Agreement**”) was established. A copy of the Agreement is attached as the Schedule to this letter.
2. Unless otherwise defined in this letter, terms used herein have the same meaning as set forth in the Agreement.
3. On [DATE], you provided notice of the occurrence of [*Description of force majeure event*] (the “**Force Majeure Event**”) in accordance with Section [NUMBER] of the Agreement.
4. The Force Majeure Event has now [prevented/hindered/delayed] the performance of your obligations under the Agreement for a continuous period exceeding [NUMBER] [weeks/months].
5. Section [NUMBER] of the Agreement entitles us to terminate the Agreement if you are [prevented/hindered/delayed] from performing your obligations under the Agreement for a continuous period exceeding [NUMBER] [weeks/months]. By this letter, we are exercising our right to terminate the Agreement under Section [NUMBER].
6. We reserve all our rights and remedies in relation to any breach.
7. The confidentiality obligations in Section [NUMBER] of the Agreement, along with [*Other clauses intended to survive termination*], will remain in effect following termination.
8. Please acknowledge receipt of this notice by signing, dating, and returning the enclosed copy.
9. We look forward to receiving your acknowledgment no later than [DATE].

Yours faithfully,

……………………………………………………….

[**NAME OF SENDER**]

**Acknowledgment of Receipt**

Signed: ……………………………………………..

[**NAME OF RECIPIENT**]

Date: …………………………………………….....