[On company letterhead of PARTY NAME]

[ADDRESSEE]

[ADDRESS OF ADDRESSEE]

[DATE]

**Termination of [NAME OF AGREEMENT] dated [DATE] between [PARTY 1] and [PARTY 2]**

This letter pertains to [our agreement with you OR the agreement between [PARTY 2] and [PARTY 1]] dated [DATE], under which [DESCRIPTION OF AGREEMENT] (the “**Agreement**”) was established. A copy of the Agreement is attached for your reference.

1. Unless otherwise defined in this letter, terms used herein shall have the same meaning as set forth in the Agreement.
2. Under the Agreement, you agreed to [*Insert content of relevant terms*].
3. A breach has/[Breaches have occurred] as follows: [*Details of breach*].
4. This breach has/[These breaches have] deprived us of substantially all the benefits intended under the Agreement. As a result, you are in repudiatory breach of contract.
5. As a result of this breach[es] we are, by this letter, exercising our right[s] to terminate the Agreement under Section [NUMBER]. Alternatively, and without prejudice to that contention, we terminate the Agreement under Section [NUMBER].
6. [*We will also seek damages under Section [NUMBER] of the Agreement, [Other remedies]*].
7. As a result of this breach/[these breach[es], we are, by this letter, exercising our right[s] to terminate the Agreement under Section [NUMBER]. Alternatively, and without prejudice to that contention, we terminate[s] the Agreement under Section [NUMBER].
8. [*We will also pursue damages under Section [NUMBER] of the Agreement, and/or [OTHER REMEDIES] to address the harm caused by your actions.*]
9. We reserve all our rights and remedies in relation to any breach of the Agreement.
10. Please acknowledge receipt of this notice by signing, dating, and returning the enclosed copy.
11. Upon termination of the Agreement, you must [DETAILS], as required by Section [NUMBER]. Additionally, the provisions of Section [NUMBER] will continue to apply.
12. We look forward to receiving your response no later than [DATE], as required by Section [NUMBER] of the Agreement.

Yours faithfully,

……………………………………………………….

[**NAME OF SENDER**]

**Acknowledgment of Receipt**

Signed: ……………………………………………..

[**NAME OF RECIPIENT**]

Date: …………………………………………….