

[Sender Name/Bank Name]  
[Sender Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Notice of Termination of Working Capital Facility**

Dear [Recipient Name],

This letter serves as formal notice that [Sender Name] is terminating the Working Capital Facility granted to [Company Name] under the agreement dated [Date of Agreement], identified by account/reference number [Account Number].

The termination shall be effective as of [Effective Date]. Pursuant to the terms of the agreement, please note the following requirements:

- **Outstanding Balance:** The current outstanding balance, including principal, accrued interest, and fees, is \$[Amount].
- **Repayment Date:** Full repayment of the outstanding balance is required by [Payment Due Date].
- **Cessation of Draws:** No further drawdowns or advances will be permitted under this facility effective immediately.

Please contact [Contact Person Name] at [Phone Number/Email] to coordinate the final settlement of the account or to discuss any questions regarding the transition.

We request that you acknowledge receipt of this notice by signing and returning a copy of this letter.

Sincerely,

[Signature]  
[Sender Name]  
[Sender Title]

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**Acknowledgment of Receipt:**

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_