

[Company Header/Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Client Company Name]

[Address Line 1]

[Address Line 2]

RE: Notice of Termination of Factoring Facility Agreement

Dear [Recipient Name],

This letter serves as formal notice regarding the Factoring Facility Agreement dated [Agreement Date] between [Factor Name] and [Client Company Name].

Pursuant to Section [Section Number] of the Agreement, we hereby give notice of the termination of the facility effective as of [Termination Date].

Upon the effective date of termination:

- No further accounts receivable will be purchased or funded under the facility.
- All outstanding obligations, including principal, interest, and applicable fees, must be settled by [Settlement Deadline].
- The security interests and liens held by [Factor Name] will be released only upon receipt of full and final payment of all outstanding balances.

Please provide instructions regarding the transition of any remaining collections or account notifications to your new provider or your internal accounts department.

Should you have any questions regarding the final reconciliation of your account, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Factor Name]