

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]

**RE: Notice of Termination of Terms of Business**

Dear [Recipient Name],

Please accept this letter as formal notification that [Your Company Name] is terminating the Terms of Business agreement dated [Original Agreement Date].

This termination is being exercised in accordance with the cancellation clause set out in Section [Insert Clause Number] of the agreement, which permits termination by providing [Number of Days] days' notice.

Accordingly, the agreement and all related services will officially conclude on [Final Date of Service].

Please provide an invoice for any outstanding balances up to the termination date. We will ensure all final obligations are met by the conclusion of the notice period. Please confirm receipt of this notice and the final effective date.

Thank you for your cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Job Title]