

TERMINATION LETTER

To: _____
Address: _____
Subject: _____

Dear Sir or Madam,

This letter serves as formal notice of termination of the agreement between the undersigned parties. The undersigned hereby notifies the other party of the decision to terminate the contractual relationship, effective immediately upon delivery of this letter or on a date mutually agreed upon in writing.

All obligations and duties imposed by the agreement shall cease as of the termination date, except for those provisions which expressly survive termination pursuant to the terms of the agreement or applicable law.

The undersigned demands that all outstanding payments, deliveries, or other obligations due prior to termination be fulfilled promptly and in accordance with the terms of the agreement.

Please return any property, confidential information, documents, or materials belonging to the undersigned within a reasonable timeframe not to exceed thirty (30) days from the effective termination date.

This termination shall not affect any rights or remedies available to the undersigned under the agreement or applicable law.

Any disputes arising from or related to this termination letter or the underlying agreement shall be governed by the laws of the State of _____, without regard to conflict of laws principles, and subject to exclusive jurisdiction of the state and federal courts located in _____ County, _____.

The undersigned requests confirmation of receipt of this termination notice at your earliest convenience.

Thank you for your cooperation.

Sincerely,

TERMINATING PARTY'S SIGNATURE

RECEIVING PARTY'S SIGNATURE

Signature: _____

Signature: _____

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