

[Print on Letterhead – Insert Address]

<<Licensee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Licence – <<address of premises>>

Notice of termination

[Further to our recent discussions, I wish to terminate your licence.

The licence provides for << >> v to be given. The licence will therefore come to an end on << >>.

The licence document sets out the requirements when the licence is terminated, including the state in which the premises must be left. Please ensure that you comply with these requirements.

[According to my records, licence fee of << >> is outstanding. Please arrange for this sum to be paid immediately.]

Yours sincerely,

On behalf of <<Insert licensor's name>>

S

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M

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