[Print c ddress]

<<Recipient's Name>>
<<Company / Business Name
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Under a contract between <<in and <<insert name of Party 2>>, dated <<insert date of Ag ses of <<insert brief description of Agreement>> (th **[**I**]**, <<insert name of Party 1>>, by virtue of **[**sub-**]**Clause **] OR [**am**]** entitled to terminate the Agreement in the vant event>>.

[We**] OR [**I**] [**are**] OR [**am**]** awa te>> you <<insert description of event that will occur or has son, **[**we**] OR [**I**]** hereby terminate the Agreement in ac my**]** aforementioned right to do so.

As of the Termination Date, ne arty 1>> nor <<insert name of Party 2>> shall have any furth ther, subject to the provisions of Clause <<insert number>> rovisions in the Agreement that expressly or by their natur

[[We**] OR [**I**]** shall ensure that e dealt with post-termination, e.g. that outstanding sums due >]

Please sign and return the end o **[**us**] OR [**me**]** to acknowledge receipt and to co f **[**our**] OR [**my**]** termination of the Agreement.

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<insert

SAMPLE