

Contract Termination Letter

ACME GLOBAL
company

3147 Patterson Street, Houston, TX, 77002

info@acmetech.com - www.acmetech.com

(123) 1234567

Recipient

Address

To whom it may concern;

As you know, there is a/an _____ executed on _____

in effect between you and our company, **ACME GLOBAL**. We would like to regretfully inform you that we are terminating that agreement in accordance with the Article _____ of our agreement which stipulates that the agreement shall be terminated unilaterally, provided that a certain period of notice is given.

We greatly appreciate the business relationship we have had with you for years. However, due to _____, we have decided to cease our business transactions with your company. We have tried the best we can to prevent this but the circumstances before us are unavoidable and prompted us to sever ties with you.

In any case that another opportunity arises for us to open another agreement with you, we hope that you will be open for such engagement.

We inform you that the agreement will be deemed as terminated at the end of the _____ period stipulated in Article 5 of the agreement mentioned above, and if there is an unpaid debt that you deserve, it will be paid to you at the end of this period. Apart from this, you do not have any rights or receivables arising from the agreement that you can claim against our company.

If you have questions, concerns, or in need of any information regarding this matter, please get in touch with me via phone at _____ or email me at _____.

Sincerely,

For **ACME GLOBAL**

Name:

Date:
