[DATE]

Contact Name

Address

Address2

City/Province

Postal Code

**RE: TERMINATION OF DISTRIBUTION AGREEMENT**

Dear [CONTACT NAME],

The purpose of this communication is to terminate the agreement between [NAME OF COMPNAY] and [DISTRIBUTOR] for [TYPE OF PRODUCT] in [TYPE OF DISTRIBUTION CHANNEL].

Upon receipt of this communication, [DISTRIBUTOR] must immediately cease selling all of [COMPANY]’s products and subsequently return any property owned by [COMPANY].

Any conduct by [DISTRIBUTOR] in conflict with the above communication is not authorized and will constituted fraud and trademark violations for which [DISTRIBUTOR] will be fully liable.

Thank you for your immediate attention to this matter.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]