## GIVING NOTICE OF TERMINATION OF AN AGREEMENT

[DATE, ex. Wednesday, March 10, 2000]
[NAME, COMPANY AND ADDRESS, ex.  XYZ Inc.  1234 First Street  Suite 567  Any city, Any state 85245]
Dear [NAME, ex. Sunil],
We refer to the License Agreement between [NAME OF FIRST PARTY TO AGREEMENT] and [NAME OF SECOND PARTY TO AGREEMENT] dated [DATE OF AGREEMENT, ex. January 31, 1999]. Please accept this letter as our formal notice to you that we will be terminating the Agreement effective [EFFECTIVE DATE OF TERMINATION OF AGREEMENT, ex. August 30, 2000].
I would like to personally thank everyone at your organization for the co-operation they have given us for all these years.
Sincerely,
[YOUR NAME, ex. Sunil] Date, From India, State