

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Contract / Agreement Number:** \_\_\_\_\_

Dear Sir Madam

**TERMINATION OF CONTRACT/AGREEMENT NUMBER:** \_\_\_\_\_

Please accept this letter as confirmation that we wish to terminate the above contract with you at the forthcoming renewal date of ....., thereby giving you the required 3 months notice.

Thank you for your services.

Yours sincerely