From,

\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ (letter writer wrote the letter on this very day)

To,

\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_

Subject: Letter of termination of the business agreement

Respected Sir,

It is on my part on behalf of our company to inform you that our contract \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of contract) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(starting date) has been terminated. This thing happened due to the fraud from your company.

The products were not up to the mark.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(write about how it affected you) The decision was taken collectively by all the members of our board of directors.

The products are sent back to your company. The payments could not be sent; this is due to the ongoing inquiry. I hope this glitch will be totally exposed. As the inquiry completes the payments will be cleared. Thanking you.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature