

ONE WEEK NOTICE LETTER

Date: _____

Sender Information:

Full Name: _____

Address: _____

Phone/Email: _____

Recipient Information:

Full Name or Company Name: _____

Address: _____

Subject:

Notice of Termination of Agreement / Contract / Tenancy

Dear Sir or Madam,

This letter serves as formal notice of termination of the agreement or contract between you and the undersigned.

As required and in accordance with the terms of our agreement and applicable laws of the United States, this notice provides a period of

You are hereby requested to take all necessary actions to comply with this notice, including but not limited to ceasing all relevant activities

Please be advised that failure to comply with this notice within the stipulated period may result in legal action to enforce compliance and

If you have any questions or require clarification regarding this notice, please contact the undersigned immediately.

Sincerely,

Signature of Sender

Printed Name:

Date:

Sender's Signature

Recipient's Signature

Signature: _____

Signature: _____

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