



Ontario Korean Businessmen's Association

175 The West Mall, Etobicoke, Ontario, M9C 1C2 Tel: (416) 789-7891 Fax: (416) 789-7834

Termination Notice Written Letter

(Date)

FROM

(Store name)

(Address)

(Postal Code)

(Owner Name)

(Tel)

TO

500 Sheppard Ave East ,
Toronto ON
M2N 6H7

Dear Saint Jimmy Coffee

I'm writing this notice letter to formally inform Saint Jimmy Coffee that as (Name) owner of the store of (Store Name) like to terminate our agreement as of when our contract expire. As stated in section 9 of original agreement.

The contract term was 3 years and this agreement started at (Contract start date) so term of contract should be expiring (expire date) . Please find attached agreement that what we signed it.

Also, I would like to receive confirmation document from Saint Jimmy Coffee saying that this agreement terminated without any additional fees or penalty and please inform me when Saint Jimmy Coffee will take the all the equipment from Store.

I have been happy to work with you and had a very good experience with Saint Jimmy Coffee and thank you for cooperation.

If you have any question please call me at (Telephone number) or reach me at (Email address). I wish you all the best for your future concerns.

Sincerely,

Name

Sign