

Factoring Termination Request Letter

From: carrier legal name / address / contact		
To: factor name / notice address / recipient		
Notice date	Account / client number	Agreement date / reference
Notice provision / required delivery method		Requested effective date

Purpose: ☐ Termination notice ☐ Non-renewal notice ☐ Request for payoff / release instructions

To the account representative:

For the account identified above, please process this letter according to the selected purpose and requested effective date. Any termination or non-renewal notice is given under the agreement provision identified above. If another date or procedure is required, please identify the controlling provision and the action needed.

Please confirm receipt and the applicable termination or non-renewal date in writing. Provide an itemized payoff or closing statement showing open receivables, reserves, fees, disputed items and any other amounts required to close the account.

Please also provide the requirements, authorized issuer and expected timing for any Letter of Release, release or replacement of notices of assignment, and applicable UCC termination or amendment. Explain how remaining collections, reserve releases and broker/customer payment instructions will be handled during the transition.

Additional account details / requested response date / delivery reference
--

Please send your response to the contact below. Thank you.

Reply contact / email / mailing address	
Authorized representative: printed name / title	Signature / date

Carrier notice/request only; this letter does not itself release a lien, terminate a UCC filing or cancel a notice of assignment. Follow the actual agreement's notice and delivery requirements.