

# Service Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal notice of termination for the services provided by [Company Name] effective [Effective Date]. We appreciate the services provided, but due to [reason for termination], we have decided to discontinue our contract.

Please consider this notice as fulfilling any obligations for advance notification as per our agreement. We request that all outstanding matters be settled by the termination date.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]