Service Termination Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to confirm the termination of your service with [Your Company Name] effective as of [Termination Date]. We appreciate your collaboration and feedback during your time with us.

Please ensure that all outstanding payments are settled by [Final Payment Date]. Should you have any questions regarding your final bill or need further assistance, feel free to contact us at [Contact Information].

Thank you for choosing [Your Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]