

# Service Termination Notice

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We regret to inform you that your association service with [Association Name] will be terminated effective [Termination Date]. This decision has been made in accordance with the association's policies and guidelines.

The reason for this termination is [insert reason, if necessary]. We understand that this may come as a surprise, and we are here to assist you during this transition.

Please ensure that all outstanding obligations are settled by the termination date. If you have any questions or require further clarification, do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Association Name]

[Contact Information]