

# Notice of Termination of IT Service Agreement

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Service Provider Name]

[Service Provider Address]

[City, State, Zip Code]

Dear [Service Provider Contact Name],

We are writing to formally notify you of the termination of the IT Service Agreement dated [Insert Agreement Date], between [Your Company Name] and [Service Provider Name]. As per the terms of the agreement, we are providing you with [insert notice period, e.g., 30 days] notice of our intention to terminate the contract. The effective termination date will be [Insert Termination Date].

We appreciate the services you have provided during our partnership. Please ensure that all outstanding matters and final invoices are settled by the termination date.

Thank you for your understanding. If you have any questions regarding this notice, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]