

IT Service Termination Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal confirmation of the termination of IT services provided to [Recipient's Company Name]. As per our agreement, the services will officially cease on [Insert Termination Date].

We appreciate the opportunity to have worked with you and your team. Please feel free to reach out if you have any questions or require further assistance during this transition period.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]