

# IT Support Service Termination Letter

Date: [Insert Date]

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of the termination of IT support services provided by [Your Company Name], effective [Effective Date]. This decision is based on [briefly state reason if necessary, e.g., "a reassessment of our current IT support needs" or "a change in service provider"].

We appreciate the services rendered by your team and the cooperation throughout our partnership. Please ensure that all outstanding reports and documentation are submitted by [Final Submission Date].

Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]