

# Service Agreement Termination Notice

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

## **Subject: Termination of Service Agreement**

Dear [Recipient's Name],

We are writing to formally notify you of our decision to terminate the Service Agreement dated [Insert Date of Agreement], effective [Insert Termination Date].

This decision was made in accordance with the terms outlined in the agreement. We appreciate the services rendered to us and wish you all the best in your future endeavors.

Please consider this letter as the official notice for termination. Should you have any questions regarding this matter, feel free to contact us at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]