

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Termination of IT Support Agreement

Dear [Recipient Name],

I am writing to formally notify you of the termination of the IT support agreement between [Your Company Name] and [Recipient's Company Name], effective [Termination Date]. This decision has been made after careful consideration and in accordance with the terms outlined in our original agreement.

We appreciate the support and services provided during the tenure of our partnership and wish you the best in your future endeavors. Please let us know how you would like to proceed with the transition of any remaining services or data.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]