

Service Contract Termination Letter

From:

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

To:

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

Dear [Recipient's Name],

I am writing to formally notify you of my decision to terminate the service contract dated [Contract Start Date] between [Your Company Name] and [Recipient's Company Name]. This termination will be effective as of [Termination Effective Date], in accordance with the terms outlined in the contract.

Please let me know if there are any further steps or documentation needed to finalize this termination. I appreciate the services provided and wish [Recipient's Company Name] continued success in the future.

Thank you for your understanding.

Sincerely,

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