

Letter of Discontinuation of Service Agreement

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of the discontinuation of our service agreement dated [Insert Agreement Date]. We have appreciated the opportunity to work together; however, due to [specific reason], we have decided to terminate this agreement effective [Insert Termination Date].

Please take this letter as notice in accordance with the terms outlined in our agreement. We will ensure a smooth transition and are committed to fulfilling any remaining obligations until the termination date.

Should you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]