

Service Cancellation Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally notify you that we are terminating our service agreement, effective [Insert Termination Date]. This decision has been reached after careful consideration.

We appreciate the services you have provided during our partnership; however, due to [briefly state reason, if appropriate], we must make this change.

Please ensure that all outstanding matters are settled by [Insert Date]. We request that you provide a final invoice for any outstanding services and assist us in the transition process.

Thank you for your understanding. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]