

Termination of Service Agreement

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

Date: [Insert Date]

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

Dear [Recipient's Name],

Subject: Termination of Service Agreement

We are writing to formally notify you that we are terminating the Service Agreement dated [Insert Date of Agreement] between [Your Company Name] and [Recipient's Company Name]. This termination is effective as of [Termination Date], in accordance with the terms outlined in the agreement.

Please consider this letter as our official notice as required by the agreement's termination clause. We request that you acknowledge receipt of this termination notice.

We appreciate the services rendered and wish you the best in your future endeavors.

Sincerely,

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