

# Letter of Immediate Termination of Services

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We regret to inform you that due to unforeseen financial difficulties we are currently facing, we must immediately terminate our services with you effective immediately as of [Insert Date]. This decision was not made lightly, and we have explored all possible options before reaching this conclusion.

We appreciate the relationship we have built and thank you for your understanding during this difficult time. Please reach out to [Contact Person's Name] at [Contact Phone Number] if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]