

Dear [Client's Name],

We hope this message finds you well. We are writing to formally notify you that, effective [Termination Date], we will be terminating our service agreement with you without cause, as per the terms outlined in our contract.

We want to take this opportunity to express our gratitude for your business and the relationship we have built. Please rest assured that we will fulfill all outstanding obligations and provide necessary assistance during this transition.

If you have any questions or require further information, please feel free to reach out to us at [Your Contact Information].

We appreciate your understanding and wish you all the best for the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]