

Service Contract Termination Letter

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

[Date]

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

Dear [Recipient's Name],

We regret to inform you that we are terminating our service contract dated [Contract Start Date], effective [Termination Date]. This decision has been made in alignment with our business direction and priorities.

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

Sincerely,

[Your Name]