

Service Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that we are terminating our service agreement dated [Insert Agreement Date] for [brief description of services] without cause, effective [Insert Termination Date]. This decision has been made after careful consideration.

We thank you for the opportunity to serve you and for your understanding in this matter. Please let us know if there are any outstanding matters that need to be addressed prior to the termination date.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]