

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that I am terminating the service agreement dated [Agreement Date] between [Your Company Name] and [Recipient's Company Name], without cause, effective [Termination Date].

This decision has been made in accordance with the terms outlined in the agreement. I appreciate the services provided thus far, but have decided to pursue other options at this time.

Please confirm receipt of this letter and let me know if there are any final steps to complete.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]