

# Notice of Termination of Hotel Service Arrangement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that as of [Termination Date], we will be discontinuing our hotel service arrangement with you.

We appreciate the relationship we have built over the course of our arrangement and thank you for your understanding. Please ensure that all outstanding payments and obligations are settled prior to this termination date.

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you once again for your partnership, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]