

Formal Notice of Service Termination

Date: [Insert Date]

To: [Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I am writing to formally notify you of my intention to terminate my service agreement at [Hotel Name], effective [Last Day of Service, e.g., two weeks from the date of this letter]. This decision comes after careful consideration and is in alignment with my current needs.

I appreciate the services provided during my stay and would like to ensure a smooth transition. Please advise on any necessary procedures to complete the termination process effectively.

Thank you for your understanding. I wish [Hotel Name] continued success in its future endeavors.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]