

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I am writing to formally terminate my service agreement with [Hotel Name] effective [Termination Date]. This decision has been made after careful consideration.

Thank you for the services provided during my stay. Please let me know if there are any final procedures or outstanding matters that need to be addressed.

Thank you for your understanding.

Sincerely,

[Your Name]