

Termination of Hotel Services

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that your services at [Hotel Name] will be terminated effective [Termination Date]. This decision has been made after careful consideration and is necessary due to [brief reason for termination].

We appreciate the time you have spent with us and the contributions you have made during your stay. We would like to ensure that this transition is as smooth as possible for you.

Please make sure to settle any outstanding balances by [Settlement Date]. You can contact us at [Contact Information] should you have any questions or need assistance during this process.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Hotel Name]

[Hotel Contact Information]