

Service Agreement Termination Notice

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of the termination of the service agreement between [Your Company Name] and [Recipient Company Name], effective [Termination Date]. This decision has been made in accordance with the terms set forth in the agreement.

We appreciate the collaboration and efforts made during our partnership. However, due to [brief explanation of reason for termination, e.g., changes in business direction, performance issues], we believe it is in our best interest to discontinue our collaboration.

Please ensure that all outstanding matters are settled by the termination date. Should you have any questions or need to discuss further, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]