

Service Agreement Termination Notice

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Dear [Service Provider Contact Name],

We hereby provide you with formal notice of the termination of the Service Agreement dated [Insert Agreement Date] between [Your Company Name] and [Service Provider Name]. This notice is issued in accordance with the terms outlined within the agreement.

The termination will be effective as of [Insert Termination Effective Date]. We believe this decision is in the best interest of our organization, and we appreciate the services provided thus far.

Please take note of any outstanding matters that require resolution prior to the termination date, including but not limited to billing and contract obligations.

Thank you for your understanding. Should you have any questions, feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Email Address]

[Your Phone Number]