

# Termination Notice for Maintenance Services

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Service Agreement

We hereby provide written notice to terminate the service agreement dated [Insert Date of Agreement] for maintenance services, effective [Last Effective Date]. This decision has been made after careful consideration, and we have determined that it is in our best interest to discontinue these services.

We request that you cease all maintenance activities and provide us with a final invoice by [Date]. Any outstanding obligations will be settled as per the terms of the original contract.

We appreciate the services rendered to date and wish you the best in future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]