

# Service Agreement Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Partner's Name]

[Partner's Company Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

This letter serves as a formal notice of termination of the service agreement dated [Insert Agreement Date] between [Your Company Name] and [Partner's Company Name]. As per the terms outlined in the agreement, we are providing [Insert Notice Period] notice of termination.

Reason for termination: [Insert Reason if applicable].

Please ensure that all outstanding obligations are settled before the termination date of [Insert Termination Date]. We appreciate the collaboration and the opportunities we have shared.

If you have any questions or require further clarification, please feel free to contact me via phone or email.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]