

Service Agreement Termination Notice

To: [Vendor Name]

[Vendor Address]

Date: [Date]

Dear [Vendor Name],

We are writing to formally notify you of the termination of the service agreement between [Your Company Name] and [Vendor Name], originally dated [Agreement Date]. This termination is effective as of [Termination Date].

The decision to terminate the agreement has not been made lightly. [You can add a brief explanation of the reason for termination if appropriate].

Please ensure that all outstanding matters are resolved and any final invoices are submitted by [Final Invoice Deadline]. We appreciate the services you have provided during our partnership.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]