

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

[Service Provider's Name]  
[Service Provider's Address]  
[City, State, Zip Code]

Dear [Service Provider's Name],

Subject: Termination of Professional Services for Breach of Contract

We regret to inform you that effective immediately, we are terminating your services as per our agreement dated [Contract Date]. This decision is due to your breach of contract, specifically [mention specific breaches, e.g., failure to meet deadlines, substandard quality of work, lack of communication, etc.].

As per the terms outlined in our contract, we are exercising our right to terminate and will no longer require your services. Please cease all work related to our project as of the date of this letter.

We request that you send us any outstanding invoices and return any company property in your possession by [Return Date].

We appreciate the work that was completed, but we must move forward with alternative arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]