

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Termination of Professional Services

Dear [Recipient's Name],

We hope this message finds you well. We appreciate the professional services you have provided us over the past [duration]. However, due to changing business needs, we regret to inform you that we will be terminating our professional relationship, effective [termination date].

Please consider this letter as formal notice in accordance with the terms outlined in our agreement.

We thank you for your understanding and cooperation during this transition. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]