

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

Recipient's Name
Recipient's Company Name
Recipient's Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that, due to the upcoming relocation of our business, we will no longer require your professional services as of [effective date].

We appreciate the support and expertise you have provided during our time working together, and we are grateful for the contributions you have made to our growth.

Please confirm receipt of this letter and let us know if there are any final matters we need to address prior to the termination of our agreement.

Thank you again for your understanding and support.

Sincerely,
[Your Name]
[Your Title]