

# Contractor Service Conclusion Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that the contractor services provided under Contract #[Insert Contract Number] will be concluding on [Insert End Date]. We appreciate the opportunity to work with you and hope that our services met your expectations.

Please ensure that all final payments and any outstanding invoices are settled by [Insert Due Date]. If you have any questions or require further assistance during this transition, feel free to reach out to us at [Insert Contact Information].

Thank you for your cooperation and trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]