

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally terminate our delivery service contract dated [Contract Start Date], in accordance with the terms outlined in our agreement. The decision to end the contract is effective [Termination Date].

We appreciate the services provided to us during our partnership and wish you continued success in the future. Please confirm the receipt of this letter and let us know if there are any final matters to address.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title, if applicable]