Contract Termination Notification

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We wish to formally notify you of the termination of our cleaning service contract, effective [termination date]. As per our agreement, we are providing you with [number of days/weeks] notice.

We appreciate the opportunity to have served you and wish you the best in your future endeavors. Please let us know if you have any questions or if there are any final arrangements to discuss.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Company Name]

[Your Contact Information]