

Cleaning Service Termination Agreement

Date: [Insert Date]

To,

[Cleaning Service Provider's Name]

[Cleaning Service Provider's Address]

Dear [Cleaning Service Provider's Name],

We are writing to formally notify you that we have decided to terminate the cleaning services provided by your company at our premises located at [Insert Address]. This letter serves as our official termination notice as per the agreement dated [Insert Agreement Date].

We appreciate the services rendered up until this point, but due to [Insert Reason for Termination], we have chosen to discontinue the contract, effective [Insert Termination Date].

We kindly request that you complete any outstanding services or obligations by the termination date mentioned above. Please ensure that all company property is removed from our premises by this date.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]