

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

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

## **Subject: Termination of Field Service Agreement**

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a formal notification regarding the mutual agreement to terminate the Field Service Agreement effective [termination date].

Following our discussions on [date of discussion], both parties have come to the conclusion that it is in our best interest to end our working relationship. We appreciate the cooperation and professionalism exhibited during our time together.

As per our agreement, all outstanding obligations and payments will be settled by [settlement date]. Please ensure that any sensitive information or assets are returned no later than [return date].

We would like to thank you for your partnership and wish you continued success in your future endeavors.

Should you have any questions or need further clarification, please feel free to reach out.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]