

Field Service Termination Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Field Service Contract

We are writing to formally notify you of the termination of the field service contract dated [insert contract date] between [Your Company Name] and [Recipient Company Name]. This termination is being enacted due to a breach of contract arising from [briefly describe the nature of the breach].

Despite our attempts to resolve this matter through [mention any discussions or correspondence], we have not seen a satisfactory corrective action on your part. As such, we find it necessary to terminate the agreement effective [insert termination date].

We kindly request that you cease all field service operations under our contract and return any company property no later than [insert return date].

Please confirm receipt of this letter and your understanding of the termination within [insert number of days] days.

We regret that we had to take this action and hope to resolve this amicably.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]