

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

Service Provider's Name
Service Provider's Company Name
Company Address
City, State, Zip Code

Dear [Service Provider's Name],

We regret to inform you that we are terminating our service agreement with you, effective [termination date]. This decision has been made following careful consideration due to [brief reason for dismissal].

We appreciate the services you have provided to us; however, we believe it is in our best interest to pursue other options at this time.

Please ensure that all pending tasks and documentation are finalized by the termination date mentioned above. We would be grateful if you could provide a final invoice by then.

Thank you for your understanding.

Sincerely,
Your Name
Your Position
Your Company Name