

Discontinuation Notice

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Agency's Name]

[Agency's Address]

Dear [Recipient's Name],

We are writing to formally notify you of the discontinuation of our contract dated [Insert Contract Date] with [Agency's Name] for [describe the service or project]. This decision is effective as of [Insert Effective Date].

We appreciate the collaboration and services provided by your agency during this period. However, due to [briefly state reason for discontinuation], we find it necessary to terminate our partnership.

Please ensure that any pending matters are concluded by the effective date mentioned above. We request that you provide us with a final report of any outstanding items as soon as possible.

Thank you for your understanding. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]