

Notice to Terminate Service Contract

Date: [Insert Date]

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

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

Dear [Recipient's Name],

Subject: Notice of Termination of Service Contract

I am writing to formally notify you of my intention to terminate the service contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name]. As per the terms outlined in the contract, I am providing [Insert Notice Period] notice of termination.

The effective date of termination will be [Insert Termination Date]. Please ensure that all services are concluded by this date. I would appreciate your assistance in facilitating a smooth transition during this period.

Thank you for your attention to this matter. I look forward to your confirmation of receipt of this notice.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]