

Notification of Service Contract Conclusion

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Client's Name]

[Client's Position]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to formally notify you that the service contract between [Your Company Name] and [Client's Company Name] has been concluded as of [Concluding Date].

We appreciate the opportunity to work together and would like to thank you for your cooperation during the contract period.

If you have any questions or require further assistance, please feel free to contact us.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]