

Service Agreement Termination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally terminate the service agreement between [Your Company Name] and [Recipient Company Name] dated [Insert Date of Agreement], as per the terms outlined in the agreement.

This termination is effective as of [Insert Termination Date]. We appreciate the services provided during the term of our agreement and wish you continued success in the future.

Please confirm the receipt of this termination notice at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]