

Service Agreement Termination Discussion

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally discuss the termination of our service agreement dated [Insert Agreement Date].

As per the terms of the agreement, we are required to discuss the conditions surrounding this termination, including any outstanding deliverables and final payments. I would appreciate the opportunity to discuss this matter further at your earliest convenience.

Please let me know your available dates and times for a meeting.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]