

Termination of Educational Service Agreement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you of the termination of the Educational Service Agreement dated [Insert Agreement Date] between [Your Institution/Organization Name] and [Recipient's Institution/Organization Name].

As per the terms outlined in the agreement, we are providing [Insert Notice Period, e.g., 30 days] notice of termination, effective [Insert Termination Date]. This decision has been made after careful consideration and is in accordance with the provisions specified in the contract.

We appreciate the collaboration we've had and thank you for your understanding in this matter. We are committed to ensuring a smooth transition and will assist in any way possible during this period.

If you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization Name]

[Your Contact Information]