

Cloud Service Termination Notice

Date: [Insert Date]

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

[Service Provider Name]
[Service Provider Address]
[City, State, Zip Code]

Dear [Service Provider Contact Name],

We are writing to formally notify you of our decision to terminate our cloud service agreement with [Service Provider Name], effective [Termination Date]. This decision was made after careful consideration of our current needs and future direction.

As per the terms outlined in our agreement, we will ensure all necessary data transfer and backup processes are completed before the termination date. Please confirm the receipt of this notice and provide any additional steps we need to follow.

Thank you for your service during the time we have worked together. We appreciate your support and understanding in this matter.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]