

Notification of Termination

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of the termination of the solar panel maintenance agreement dated [Insert Agreement Date], between [Your Company Name] and [Recipient Name]. This decision will be effective as of [Insert Effective Termination Date].

The decision to terminate the agreement was not made lightly, and we appreciate the relationship we have built over the duration of this maintenance contract. However, due to [brief reason for termination, if necessary], we feel it is in the best interest of both parties to conclude the agreement at this time.

Please feel free to reach out if you have any questions or need assistance during this transition. We are committed to ensuring that this process is as smooth as possible.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]