

Service Exit Notification

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of our decision to terminate our service agreement with [Virtual Event Platform Name] effective [Effective Date]. This decision has been made after careful consideration of our current needs and strategic goals.

We appreciate the support and services that [Virtual Event Platform Name] has provided throughout our partnership. Our experiences have significantly contributed to our events' successes, and we are grateful for your team's dedication and assistance.

We kindly request a final reconciliation of our account and confirmation of any outstanding matters. If necessary, we would appreciate guidance on the offboarding process to ensure a smooth transition.

Thank you once again for your services. We wish [Virtual Event Platform Name] continued success in the future.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]