

Formal Notice for Halting Contractual Services

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Termination of Contractual Services

We hereby provide formal notice that we will be halting the contractual services rendered under the agreement dated [Insert Date of Agreement]. As per the terms outlined in Section [X] of the contract, we are providing a [Insert Time Period] notice, which will make the effective termination date [Insert Termination Date].

We appreciate the services you have provided during the contract period and wish you success in your future endeavors. Please let us know if there are any outstanding matters that we need to address before the termination date.

Thank you for your attention to this matter.

Sincerely,

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