

Service Agreement Termination for Convenience

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Service Agreement

We are writing to inform you of our decision to terminate the Service Agreement dated [Insert Date of Agreement] between [Your Company Name] and [Recipient Company Name], in accordance with the termination for convenience clause outlined in the agreement.

This termination will take effect on [Insert Effective Termination Date], allowing for the requisite notice period as specified in the agreement.

We appreciate the service provided by [Recipient Company Name] during the term of our agreement and wish you all the best in your future endeavors.

If you have any questions or if further discussion is necessary, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

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