

# Service Agreement Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Termination of Service Agreement**

Dear [Recipient Name],

I am writing to formally notify you of the termination of the service agreement dated [Original Agreement Date] between [Your Company Name] and [Recipient Company Name], due to a breach of contract.

Despite previous discussions and notices regarding the breaches occurring on [Specify Breach Dates and Details], I regret to inform you that the necessary corrective actions have not been taken.

As per the terms outlined in Section [Specify Section] of the agreement, we are terminating the contract effective immediately as of [Termination Date]. We request that you cease all services and return any company property by [Return Deadline].

Please confirm the receipt of this letter and the cessation of services.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]