

Service Agreement Termination Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that due to the recent closure of our business, we must terminate the service agreement dated [Insert Date of Agreement] between our companies.

This decision has not been made lightly, and we sincerely appreciate the partnership we have shared during our time. The last date of service will be [Insert Last Date of Service]. Please let us know if there are any outstanding matters or final billing items we need to address within this timeframe.

We wish you and your team all the best moving forward. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]