

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],

I hope this message finds you well. I am writing to formally notify you that I am terminating our service agreement dated [Insert Agreement Date], due to financial reasons that have impacted my ability to continue with the services provided.

As per the terms outlined in our agreement, I am providing [Insert Notice Period, e.g., 30 days'] notice of termination. The last date of service will be [Insert Last Service Date].

It has been a pleasure working with you, and I greatly appreciate the services you have provided. I hope to explore the possibility of working together again in the future when my financial situation improves.

Thank you for your understanding.

Sincerely,

[Your Name]