

Service Agreement Termination Notice

Date: [Insert Date]

From:

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

To:

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

Dear [Recipient Name],

We hope this message finds you well. This letter serves as a formal notice for the mutual termination of our service agreement dated [Insert Agreement Date], effective immediately as of [Insert Effective Termination Date].

Both parties have agreed that the termination is in our respective best interests, and we appreciate the collaboration we have shared thus far.

Please let us know if there are any outstanding matters that need to be addressed prior to the finalization of this termination.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]