

Service Agreement Termination Letter

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Termination of Service Agreement

We are writing to formally notify you of the termination of the service agreement dated [Insert Agreement Date] between [Your Company Name] and [Recipient Company Name]. This termination is due to non-performance of services as per the terms outlined in our agreement.

Despite prior communications and opportunities to address these performance concerns, we have not observed any satisfactory resolution. As a result, we are compelled to terminate our agreement effective immediately.

Please arrange for the return of any property belonging to [Your Company Name] and ensure all outstanding matters are settled promptly. We appreciate any cooperation in this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]