

Service Agreement Termination Notice

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as formal notice of termination for the Service Agreement dated [Insert Date of Agreement] between [Your Company Name] and [Recipient's Company Name]. In accordance with the notice provision outlined in Section [Insert Section Number] of the Agreement, we are providing a [Insert Number of Days] day notice.

The effective date of termination will be [Insert Termination Date]. We request that you complete any outstanding matters and fulfill any obligations that remain until that date.

We appreciate the services you have provided and wish you all the best in your future endeavors.

If you have any questions or require further clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]