

# Service Agreement Termination Letter

Date: [Insert Date]

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

[Service Provider's Name]  
[Service Provider's Address]  
[City, State, Zip Code]

Dear [Service Provider's Name],

Subject: Termination of Service Agreement

I am writing to formally terminate the service agreement dated [Insert Date of Agreement] between [Your Company Name] and [Service Provider's Name], effective immediately.

This decision has been made due to unsatisfactory service performance, including [briefly state reasons for termination, e.g., failure to meet deadlines, lack of communication, poor quality of work, etc.]. Despite several discussions and attempts to resolve these issues, we have not seen the necessary improvements.

As per the terms outlined in our agreement, please treat this letter as our official notice of termination. We request that you cease all services immediately and submit any outstanding invoices for the work completed to date by [Insert Date].

Thank you for your attention to this matter. We hope to conclude our business relationship amicably.

Sincerely,

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