

Service Level Agreement Termination Letter

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

[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Service Level Agreement

We are writing to formally notify you that [Your Company Name] will be terminating the Service Level Agreement (SLA) dated [Insert SLA Date]. In accordance with the terms outlined in the agreement, this termination will be effective as of [Insert Termination Date].

This decision was made after careful consideration of our business needs and the current service performance. We appreciate the efforts made by [Recipient's Company Name] throughout the duration of our agreement.

Please confirm the receipt of this termination notice and let us know if there are any outstanding matters that need to be addressed prior to the termination date.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]