

Letter of Discontinuation of Service Contract

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

[Date]

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

Dear [Recipient's Name],

Subject: Notice of Discontinuation of Service Contract

I am writing to formally notify you that we will be discontinuing the service contract dated [Contract Date] between [Your Company Name] and [Recipient's Company Name]. This decision will take effect as of [Effective Date].

We appreciate the services provided during our partnership and wish you success in your future endeavors.

If you have any questions, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

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