

Service Agreement Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that effective [termination date], we will be ending our service agreement dated [original agreement date] for [describe services]. This decision has been made in accordance with the terms outlined in section [relevant section] of our agreement.

We appreciate the services provided during our partnership and wish to ensure a smooth transition. Please let us know how we can assist in wrapping up any outstanding matters.

Thank you for your cooperation. We hope to have the opportunity to work together again in the future.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]