

# Service Agreement Termination Request

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the termination of our service agreement dated [Original Agreement Date] for [Service Description]. As per the terms outlined in the agreement, I am providing [Notice Period] notice of my intention to terminate this agreement.

My reasons for terminating this agreement include [Brief Explanation of Reasons, if desired]. I appreciate the services provided thus far and would like to ensure a smooth transition as we conclude our partnership.

Please confirm the receipt of this termination request and notify me of any necessary next steps. I hope to settle any outstanding matters promptly.

Thank you for your understanding.

Sincerely,

[Your Name]