

# Service Termination Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that effective [Termination Date], we will be terminating our service agreement with you. This decision was made after careful consideration, and we believe it is in the best interest of both parties.

We appreciate the opportunity to have worked with you and thank you for your understanding in this matter. Please ensure that any outstanding obligations are settled by the termination date.

If you have any questions or need further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]