

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

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

Dear [Recipient's Name],

Subject: Termination of Service Agreement

I am writing to formally notify you of the termination of the service agreement between [Your Company Name] and [Recipient's Company Name] effective [Termination Date]. This decision is in accordance with the terms outlined in Section [Section Number] of our agreement.

Please ensure that all outstanding obligations are settled by the termination date. Additionally, I request that you provide a final invoice for any outstanding services rendered.

Thank you for the services provided during our partnership. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]