

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

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

Dear [Service Provider's Name],

I am writing to formally notify you that I am terminating the contract for services provided by [Company Name], effective immediately. This decision comes due to my dissatisfaction with the quality of service received, which has not met the standards outlined in our agreement.

Despite my efforts to address these issues, including [briefly describe any previous communications or attempts to resolve the issues], there has been no satisfactory improvement.

Please consider this letter as my formal notice of termination pursuant to the terms outlined in our contract. I kindly request that you cease all services immediately and send me a final statement reflecting any outstanding charges.

Thank you for your attention to this matter.

Sincerely,
[Your Name]