

# Termination of Service Agreement

Date: [Insert 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],

We are writing to formally terminate the Service Agreement dated [Insert Agreement Date] between [Your Company Name] and [Recipient Company Name] as per the regulatory requirements stated in section [Insert Relevant Section] of the agreement.

This termination will take effect on [Insert Termination Date]. We have complied with all the required notice periods and obligations as outlined in the agreement. Please ensure that all outstanding obligations and dues are settled before the termination date.

We appreciate the service provided during the term of our agreement and wish you all the best for the future.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]