

Termination of Service Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Service Agreement for Breach of Contract

This letter serves as formal notice of termination of the service agreement dated [Insert Date of Agreement] between [Your Company Name] and [Recipient Company Name] due to a breach of contract.

It has come to our attention that [briefly describe the breach, e.g., failure to deliver services, non-payment, etc.]. Despite our previous communications on [insert dates of prior communications], no satisfactory resolution has been achieved.

As per the terms outlined in Section [insert relevant section] of the agreement, we are exercising our right to terminate the contract effective immediately. We request that you cease all services and activities related to this agreement.

Please return any materials and settle all outstanding obligations by [insert deadline, if applicable]. Failure to comply may result in further actions.

We regret that it has come to this and hope that future opportunities exist for collaboration under more favorable conditions.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]