

# Termination of Service Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of the termination of our service agreement dated [insert date of the agreement], due to a lack of communication.

Despite multiple attempts to communicate and seek clarity regarding the services to be provided, I have experienced ongoing difficulties in obtaining timely responses. This lack of communication has hindered our ability to effectively work together and meet project goals.

As per the terms outlined in our agreement, I am providing this written notice in accordance with the required notice period. Please consider this letter as formal notification of the termination effective immediately.

Thank you for your attention to this matter. I wish you the best in your future endeavors.

Sincerely,

[Your Name]