

Termination of Service Agreement

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

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

Dear [Recipient Name],

We, [Your Company Name] and [Recipient Company Name], hereby agree to mutually terminate the Service Agreement dated [Original Agreement Date], effective immediately upon the signing of this letter.

This decision has been reached after careful consideration, and we believe that this course of action is in the best interests of both parties. We have agreed upon the following terms regarding the termination:

- All outstanding invoices will be settled by [Insert Date].
- Any confidential information exchanged will continue to remain confidential as per the original agreement.
- Both parties release each other from any future obligations or liabilities arising from this agreement.

Please indicate your acceptance of this termination by signing below. Thank you for the collaboration, and we wish you success in your future endeavors.

Sincerely,

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

Agreed and Accepted:

[Recipient Name]
[Recipient Position]
[Recipient Company Name]

Date: _____