

# Termination of Service Contract

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]

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

Dear [Service Provider's Name],

We are writing to formally notify you that we are terminating the service contract dated [Insert Contract Date] between [Your Company Name] and [Service Provider's Company Name]. This decision has been made due to ongoing issues concerning the quality of services provided, which have not met the expectations set forth in our agreement.

Despite multiple discussions and attempts to rectify these concerns, there has been no significant improvement in service delivery. As a result, we find it necessary to terminate our relationship effective immediately.

We request that you cease all services and provide us with a final invoice for any outstanding amounts due. We appreciate the efforts made thus far and wish you the best in your future endeavors.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]