

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Termination of Service Contract

Dear [Recipient's Name],

We regret to inform you that, due to financial constraints, we must terminate the service contract between [Your Company Name] and [Recipient's Company Name], effective [Termination Date].

This decision has been difficult, but necessary as we reassess our financial commitments. We appreciate the services that you have provided and your cooperation throughout this period.

Please ensure that all outstanding matters are settled by the termination date. Feel free to reach out if you have any questions or need further clarification.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]