

Service Termination Acknowledgment

Date: [Date]

To,

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We acknowledge receipt of your notice regarding the termination of services effective [Termination Date]. We appreciate the time and effort you have dedicated to our partnership and understand your decision.

Please ensure that any outstanding matters are settled by the termination date, and do not hesitate to reach out should you require any further assistance during this transition.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]