

Letter of Intent to Terminate Business Services Agreement

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of our intent to terminate the Business Services Agreement dated [Effective Date of Agreement] between [Your Company Name] and [Recipient Company Name]. In accordance with Section [X] of the Agreement, we are providing this notice [number of days] days in advance.

The decision to terminate this agreement is based on [brief explanation of reasons, if applicable]. We appreciate the services provided thus far and hope to transition smoothly.

Please confirm receipt of this letter and the proposed termination date of [Termination Date]. If there are any documents or final processes that need to be completed, please let us know.

Thank you for your understanding. We hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]

[Your Title]