

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you that we will be ending our IT services contract with [Recipient Company] as of [End Date], in accordance with the terms outlined in our agreement.

We appreciate the services rendered during our partnership and would like to ensure a smooth transition. Please let us know how we can assist during this process.

Thank you for your understanding. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company]