

# Notice of Termination

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Email: [Service Provider Email]

Dear [Service Provider Representative],

We are writing to formally notify you that we will be terminating our IT Services Agreement dated [Insert Agreement Date] as per the terms outlined in the contract. This notice serves as our [Insert Notice Period, e.g., "30-day"] notice, and the termination will be effective as of [Insert Termination Date].

We appreciate the services rendered to us during the term of our agreement and wish you the best for your future endeavors.

Should you have any questions or require further clarification, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]