

Official Termination of IT Services

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you that we will be terminating our IT services agreement with [Recipient Company Name], effective [Last Service Date]. This decision has been made due to [brief reason for termination, e.g., changes in business strategy, failure to meet contractual obligations, etc.].

We appreciate the opportunity to have worked with you and value the contributions your team has made during our partnership. Please ensure that all ongoing projects are wrapped up by the termination date and any outstanding invoices are settled accordingly.

Should you have any questions or need further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]