

Termination of IT Service Provider Agreement

Date: [Insert Date]

[Service Provider's Name]
[Service Provider's Address]
[City, State, Zip Code]

Dear [Service Provider's Name],

We are writing to formally notify you that we are terminating the IT Service Provider Agreement dated [Insert Agreement Date] between [Your Company Name] and [Service Provider's Name]. This termination will be effective as of [Insert Termination Date].

This decision has not been made lightly and follows a thorough assessment of our current needs and objectives. We appreciate the services provided to us during our partnership and wish you success in your future endeavors.

Please ensure that all transition processes are completed prior to the termination date, including the return of all relevant materials and data owned by [Your Company Name].

If you have any questions or require further clarification, feel free to reach out to us.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]