

Client Service Termination Notice

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip]

Dear [Client Name],

We hope this message finds you well. This letter serves as formal notification regarding the termination of our service agreement due to mutual consent, effective [Insert Termination Date].

We appreciate the partnership we have had, and it has been a pleasure working with you. Both parties have agreed that this decision is in the best interest moving forward.

Please ensure that all outstanding invoices are settled by [Insert Payment Deadline] to avoid any issues.

If you have any questions regarding this transition, please feel free to reach out to us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip]

[Contact Information]