

Letter of Termination of Service Relationship

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that due to changed circumstances, we have made the difficult decision to end our service relationship effective [insert effective date].

We would like to express our gratitude for the services you provided during our time together. It has been a valuable experience, and we appreciate the efforts you made to support our needs.

Please take note that all ongoing projects will be concluded by the effective date, and we will ensure that any outstanding matters are addressed appropriately.

If you have any questions or need further information, 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 Company Address]

[City, State, Zip Code]