

# Notice of Termination of Client Service

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We are writing to formally notify you of the termination of our services as per the terms outlined in our agreement dated [Insert Agreement Date]. This decision will take effect on [Insert Termination Date], in accordance with the required notice period.

We appreciate the opportunity to have worked with you and are committed to ensuring a smooth transition. If you have any questions or need further assistance during this period, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]