

Service Agreement Cancellation Notice

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Cancellation of Service Agreement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of our decision to cancel the service agreement dated [insert date] between [Your Company Name] and [Recipient's Company Name], effective [insert cancellation date].

This decision has been made as part of our strategic realignment efforts to better serve our clients and focus on our core business objectives. We appreciate the relationship we have built and the services provided by your team.

Please let us know if there are any final obligations, open invoices, or other matters that need to be addressed before the cancellation is finalized.

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]