

# Service Termination Notice

Date: [Insert Date]

Dear [Client's Name],

We regret to inform you that due to ongoing financial difficulties, we must terminate our service agreement effective [Insert Termination Date]. This decision was not made lightly and is a result of careful consideration.

We appreciate your understanding and support during our partnership. Please ensure that any pending matters are settled by the termination date.

If you have any questions or require further assistance, please feel free to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]