

Voluntary Termination of Service Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally notify you of my decision to voluntarily terminate the service agreement dated [Insert Agreement Date]. According to the terms of our agreement, I am providing you with [Insert Notice Period, if applicable] notice of my intent to end our services.

This decision was made after careful consideration, and I believe it is in my best interest to pursue other options at this time.

Please consider this letter as my official notice of termination. I would appreciate your assistance in ensuring that the termination process is handled smoothly and that any outstanding matters are resolved promptly.

Thank you for the services provided during our agreement. I wish you and your team the best for the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]