

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

## **Subject: Termination of Contract**

Dear [Service Provider's Name],

I am writing to formally notify you of the termination of our contract dated [Contract Start Date]. This decision is made without cause and will be effective [Termination Date].

As per the terms of our agreement, I kindly request that you cease all services effective immediately and provide any final invoices for services rendered up to the termination date.

Thank you for your services during our time together. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]