

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Termination of Support Services**

Dear [Recipient Name],

I am writing to formally notify you that we will be terminating our support services effective [termination date], as per the agreement dated [agreement date]. This decision was reached after careful consideration of our current requirements and overall strategic direction.

We appreciate the support and services you have provided during our partnership and value the professional relationship we have built. Please ensure that all outstanding issues are resolved prior to the termination date.

If you require any further information or would like to discuss this matter, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]