

Service Level Agreement Termination Notice

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally notify you of the termination of the Service Level Agreement (SLA) between [Your Company Name] and [Recipient Company Name], effective [Insert Termination Date].

This decision has been made due to budget constraints that have significantly affected our operational capacity. After careful consideration, we regret that we must discontinue the terms of our existing agreement.

We want to acknowledge the valuable services provided by [Recipient Company Name] during our partnership and appreciate your understanding in this matter. We will ensure that all outstanding obligations are fulfilled by the termination date.

If you have any questions or require further clarification regarding this termination, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]