

Service Level Agreement Termination

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Termination of Service Level Agreement

Dear [Recipient's Name],

We are writing to formally notify you that, as per our mutual consent, the Service Level Agreement (SLA) between [Your Company Name] and [Recipient's Company Name], dated [Insert Date of SLA], will be terminated effective [Insert Termination Date].

Both parties have agreed to this termination following a discussion regarding our current objectives and operational needs. We appreciate the services provided and value the cooperative relationship we've built during the course of this agreement.

We request all outstanding matters related to the SLA to be wrapped up by the termination date and any final invoicing to be submitted accordingly.

Thank you for your understanding and collaboration. We wish you continued success in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]