

# Service Level Agreement Termination Notice

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of the Service Level Agreement (SLA) dated [SLA Start Date] between [Your Company Name] and [Recipient's Company Name]. In accordance with the notice period stipulated in the SLA, this letter serves as our [X-day] notice of termination, effective on [Termination Date].

We appreciate the collaboration we have had and hope that we can maintain a mutually beneficial relationship in the future. Please ensure that all outstanding matters are addressed by the termination date.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]