

# Advance Notice of Termination of Service Contract

Date: [Insert Date]

To: [Service Provider's Name]  
[Service Provider's Address]  
[City, State, Zip Code]

Dear [Service Provider's Name],

We are writing to formally provide you with advance notice of termination of the service contract between [Your Company Name] and [Service Provider's Name], which was entered into on [Contract Start Date]. This notice is in accordance with the termination clause outlined in our agreement.

The effective termination date will be [Termination Date], allowing for a [number of days] notice period, as stipulated in the contract. We appreciate the services you have provided thus far; however, after careful consideration, we have decided to discontinue our relationship.

Please ensure that all outstanding matters are resolved by the termination date. We request that you provide us with any final invoices or necessary documentation by [Final Invoice Date].

Thank you for your understanding, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]