

Termination of Services Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Services Due to Non-Compliance

We are writing to formally notify you that, effective immediately, we are terminating our services with [Recipient Company Name] due to non-compliance with the terms outlined in our agreement dated [Insert Agreement Date].

Despite our previous communications addressing these issues, there has been no satisfactory resolution. As a result, we have no choice but to terminate our professional relationship.

Please consider this letter as formal notice in accordance with the termination clause of our agreement. All outstanding invoices must be settled by [Insert Final Settlement Date].

We regret that it has come to this action and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]