

Termination of Service Agreement

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of the termination of the service agreement entered into on [Start Date of Agreement] between [Your Company Name] and [Recipient Company Name]. This decision is made effective immediately as a result of [specific breach of terms, e.g., non-compliance with service standards, failure to meet deadlines, etc.].

Despite previous communications regarding these breaches on [dates of previous communications], we have not seen sufficient remediation or improvement. As a consequence, we cannot continue our business relationship.

Please ensure that all outstanding obligations are fulfilled by [date for final obligations, if any]. We request that you return any company property and settle any remaining accounts within [number of days] days.

We regret that this situation has necessitated termination and wish for you the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]