

Termination Notice for Service Contract Breach

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Service Provider's Name],

Subject: Termination of Service Contract

This letter serves as formal notification of termination of the Service Contract dated [Insert Contract Date], due to a breach of contract on your part. The specific breaches include [List Breaches].

As stipulated in the contract under section [Insert Section Number], we hereby terminate the agreement effective [Insert Termination Effective Date]. Please ensure that all services are ceased by this date.

We expect a complete settlement of any outstanding invoices and the return of any company property in your possession by [Insert Date].

Thank you for your immediate attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]