

Termination of Service Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Service Agreement

This letter serves as formal notification of the termination of the service agreement between [Your Company Name] and [Recipient's Company Name], effective [Termination Date].

As previously communicated in our discussions on [Date of Notification], there have been ongoing issues with the performance of services outlined in the agreement, specifically [briefly describe the issues]. Despite our attempts to resolve these matters through [mention any previous communications or resolutions], we have not seen any significant improvement.

Given the circumstances and the failure to address these issues satisfactorily, we find it necessary to terminate the agreement according to the terms specified in Section [reference relevant section] of the contract.

Please consider this letter as the official termination notice, and we request that you acknowledge receipt of this document. We ask that you finalize any remaining obligations by [mention any deadlines, if applicable].

We appreciate the services you have provided to us thus far, but we must move forward in a manner that aligns with our organization's objectives.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]