

Termination of Service Agreement

Date: [Insert Date]

[Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Contact Name],

We are writing to formally notify you of the termination of the service agreement between [Your Company Name] and [Service Provider's Name], effective immediately.

Despite previous communications regarding inadequate support and performance issues, the problems persist and have led us to this decision. As per the terms outlined in our agreement, we expected a standard of service that has not been met.

We appreciate the efforts made up to this point but must move forward with alternative arrangements that better meet our needs.

Please ensure that all outstanding invoices are submitted by [insert deadline date] for processing.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]