

# Termination of Service Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

Subject: Termination of Service Agreement Due to Non-Performance

I am writing to formally notify you that we are terminating our service agreement, effective immediately, due to your consistent delays in service performance. Despite our previous communications and attempts to resolve these issues, the delays have continued to impact our operations significantly.

As per the terms of our agreement, we expected timely delivery and adherence to the service schedule. Unfortunately, this has not been the case, and we cannot continue to rely on your services.

Please consider this letter a formal termination of our agreement. We expect all pending matters to be wrapped up, and any outstanding invoices to be sent for immediate payment.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]