

Termination of Service Agreement

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 Agreement Due to Non-Performance

I am writing to formally notify you that we are terminating our service agreement effective immediately, due to ongoing issues with communication and the non-performance of agreed services.

Despite multiple attempts to reach out for clarification and updates regarding the services, there has been a consistent lack of response. This disregard for communication has hindered our ability to proceed effectively, ultimately compromising our project's timeline and objectives.

As per the terms outlined in our contract, we reserve the right to terminate this agreement under these circumstances. We ask that you acknowledge this termination and provide any outstanding invoices for services rendered up to this point.

Thank you for your attention to this matter. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]