

# Termination of Service Agreement

Date: [Insert Date]

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]

Dear [Recipient's Name],

We are writing to formally notify you that we are terminating our service agreement dated [Insert Agreement Date] due to your failure to meet the quality standards stipulated in our contract. Despite multiple discussions and opportunities provided to rectify these issues, we have not seen sufficient improvement in the quality of services rendered.

As per the terms outlined in Section [Insert Section Number] of our agreement, we regret to inform you that we are exercising our right to terminate the contract effective immediately. Please consider this letter as the official notice required by our agreement.

We expect a full reconciliation of accounts, including any outstanding invoices and the return of any company property in your possession, within [Insert Time Frame].

We hope this decision allows you to focus on enhancing your service offerings and better meeting the needs of your future clients.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company's Name]  
[Your Company's Address]