

Service Agreement Termination

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Subject: Termination of Service Agreement

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to nullify the service agreement dated [Insert Agreement Date], due to unmet expectations and unsatisfactory service levels as previously discussed.

Despite our attempts to address these concerns, including [briefly mention any discussions or correspondence], I have found that the services provided have not met the agreed-upon standards. Consequently, I feel it is necessary to terminate our business relationship.

As per the terms outlined in our agreement, I will ensure that all outstanding payments for services rendered until today are settled by [Insert Payment Date]. Please consider this letter as official notice of termination, effective immediately.

Thank you for your understanding in this matter. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]