

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Conclusion of Service Agreement

Dear [Recipient Name],

We hereby inform you that the service agreement dated [Insert Date of Agreement] between [Your Company Name] and [Recipient Company Name] has been successfully concluded as of [Insert Conclusion Date].

We appreciate the opportunity to work together and hope to collaborate again in the future. Please feel free to reach out should you need any further information or have any questions.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]