

Service Provider Exit Letter

Date: [Insert Date]

[Service Provider's Name]
[Service Provider's Address]
[City, State, Zip Code]

Dear [Service Provider's Name],

We are writing to formally inform you of our decision to terminate our service agreement with [Service Provider's Company Name], effective [Insert Date]. This decision is based on [brief explanation of reason, if applicable].

We appreciate the services you have provided during our collaboration and would like to ensure a smooth transition. Please let us know your process for completing any outstanding matters, and we will provide any required documents promptly.

Thank you for your understanding and cooperation. We wish you the best in your future endeavors.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Contact Information]