

Service Agreement Termination Letter

Date: [Insert Date]

From: [Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

To: [Recipient's Name] [Company Name] [Company Address] [City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally terminate our service agreement dated [Insert Agreement Date] between [Your Company Name] and [Recipient's Company Name]. As per the terms outlined in the agreement, I am providing [Insert Notice Period, e.g., 30 days] notice of termination.

The last date of service will be [Insert Last Service Date].

Thank you for the services provided up to this point. I wish you all the best in your future endeavors.

Sincerely,

[Your Name] [Your Position] [Your Company Name]