

Discontinuation of Service Contract

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you that we will be discontinuing our service contract, effective [Insert Effective Date]. This decision was not made lightly, and we appreciate the collaboration we've had during our time together.

We will ensure that all outstanding matters are handled promptly, and we are committed to making this transition as seamless as possible for both parties.

If you have any questions or need further clarification, please feel free to reach out directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

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