

Mutual Service Contract Termination

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

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

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you of the termination of the mutual service contract between [Your Company Name] and [Recipient's Company Name], dated [Contract Start Date].

In accordance with the terms outlined in the agreement, we wish to terminate the contract effective [Termination Date]. We believe this decision is in the best interest of both parties and appreciate the services provided during our collaboration.

Please confirm receipt of this letter and do not hesitate to reach out if you require any further information or clarification regarding this matter.

Thank you for your understanding and cooperation.

Sincerely,

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