

# Notice of Service Termination

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of the termination of services provided under our agreement dated [Insert Agreement Date]. This notice serves as the [Insert notice period, e.g., "30-day"] notice required as per the terms of our agreement.

The last date of service will be [Insert Last Service Date]. We encourage you to settle any outstanding matters before this date.

Thank you for your understanding. Should you have any questions or require additional information, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contact Information]