

Service Contract Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Service Contract

We are writing to formally notify you that we wish to terminate our service contract dated [Insert Contract Date], effective [Insert Termination Date].

As per the terms of the agreement, we are providing [Insert Number of Days, if applicable] notice prior to the termination date. All services rendered up until this date will be paid in full.

We appreciate the services provided thus far and wish you the best in future endeavors. Please confirm receipt of this notice and the termination of our contract.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]