

Termination of Service Agreement Confirmation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hereby confirm the termination of the Service Agreement dated [Insert Date of Agreement] between [Your Company Name] and [Recipient Company Name]. As per the terms outlined in the agreement, the termination will be effective as of [Insert Termination Date].

We appreciate your cooperation during the duration of our partnership and wish you all the best in your future endeavors.

If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]