

Service Agreement Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Termination of Service Agreement

Dear [Recipient Name],

I am writing to formally notify you of my intent to terminate the service agreement dated [Insert Start Date of Agreement] between [Your Company Name] and [Recipient Company Name]. As per the terms of our agreement, I am providing this letter as [insert number of days] days' advance notice of termination.

The last day of service will be [Insert Termination Date]. All obligations as per the agreement will cease as of this date, and I will ensure that all outstanding matters are settled before the termination period concludes.

Thank you for the services provided during our engagement. I appreciate the cooperation we have had and wish your organization continued success.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]