

# Letter of Termination of Service Agreement

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my intention to terminate the service agreement entered into on [Insert Date of Agreement] due to unforeseen changes in circumstances.

As per clause [Insert Relevant Clause] of our agreement, I hereby provide [Insert Notice Period] notice of termination. The reason for this decision is [briefly explain the circumstances leading to the termination].

I appreciate the services provided thus far and hope to revisit this partnership in the future under more favorable circumstances. Please consider this letter as a formal notice of termination, effective [Insert Effective Termination Date].

Thank you for your understanding. Should you have any questions or require further discussion, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Position, if applicable]