

Letter of Termination of Service Agreement

Date: [Insert Date]

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

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

Dear [Recipient's Name],

Subject: Termination of Service Agreement

We are writing to formally notify you of the termination of the service agreement dated [Insert Date of Agreement], between [Your Company Name] and [Recipient's Company Name]. In accordance with the terms outlined in section [Insert Section Number] of the agreement, we are providing [Insert Number of Days] days notice of termination, effective [Insert Termination Date].

This decision has been made for the following reason(s): [Briefly state reason for termination]. We believe it is in the best interest of both parties to conclude our agreement at this time.

Please ensure that any outstanding invoices are settled by the termination date. We would like to thank you for your services and cooperation during our partnership.

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

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]