

# Service Agreement Contract Termination

Date: [Insert Date]

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

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

Dear [Recipient's Name],

We are writing to formally terminate the service agreement dated [Insert Date of Agreement] between [Your Company/Name] and [Recipient's Company/Name] by mutual consent, effective immediately. This decision has been reached after thorough discussions and consideration.

We appreciate the cooperation and collaboration throughout our partnership. All outstanding matters will be concluded, and we will ensure that any necessary follow-up actions are completed promptly.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding and support.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]