

Notice of Termination of Service Agreement

Date: [Insert Date]

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

Dear [Recipient Name],

Subject: Termination of Service Agreement for Non-Performance

We are writing to formally notify you of the termination of the Service Agreement dated [Insert Agreement Date] between [Your Company Name] and [Recipient Name], due to non-performance.

Despite multiple communications regarding the lack of performance, we have not seen the necessary improvements or fulfillment of obligations as stipulated in the agreement. As a result, we are exercising our right to terminate the contract, effective immediately.

We request that you cease all work associated with this agreement and submit any outstanding invoices by [Insert Deadline for Invoices]. Any property that belongs to [Your Company Name] must be returned by [Insert Return Deadline].

Thank you for your understanding. We wish you success in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Contact Information]