

Service Agreement Contract Termination Letter

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],

Subject: Termination of Service Agreement

We are writing to formally notify you of our decision to terminate the service agreement dated [Insert Agreement Date], in accordance with Section [Insert Section] of the agreement, which outlines the termination clauses.

The reasons for this termination include:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

Please consider this letter as the required [Insert Notice Period] notice. The effective termination date will be [Insert Termination Date].

We request that you complete any outstanding obligations from your side by the termination date.

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]