

Service Termination Notification

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

Date: [Insert Date]

To: [Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We regret to inform you that we will be terminating our service agreement effective [Termination Date]. This decision has been made due to [brief reason for termination, if appropriate].

We would like to take this opportunity to thank you for your partnership and support during our time working together. We appreciate the trust you placed in us and hope to serve you again in the future.

If you have any questions regarding this notification or need further assistance, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]