

Termination of Service Provider Agreement

Date: [Insert Date]

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

Dear [Service Provider's Contact Name],

We hope this message finds you well. We are writing to formally inform you that, due to a recent change in our company's direction and strategy, we have made the difficult decision to terminate our service agreement with [Service Provider's Company Name], effective [Termination Date].

We appreciate the services you have provided to us over the course of our partnership, and this decision is not a reflection of the quality of your work. Rather, it is a strategic move for our organization as we realign our business objectives.

Please ensure that all outstanding projects and deliverables are wrapped up by the termination date mentioned above. If there are any final invoices or documentation that require our attention, please submit them by [Final Submission Date].

We thank you for your understanding and cooperation during this transition and wish you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company's Name]
[Your Company's Address]
[Your Email Address]
[Your Phone Number]