

Notice of Service Provider Termination

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Dear [Service Provider Name],

We regret to inform you that due to recent cost-cutting measures implemented within our organization, we have made the difficult decision to terminate our service agreement with your company, effective [Insert Termination Date].

This decision was not made lightly, as we value the partnership we have built over the years. However, it has become necessary to reassess our operational expenditures in order to ensure sustainability and efficiency in our business practices.

Please ensure that all outstanding matters are resolved by the termination date. We appreciate your understanding and cooperation during this transition.

Thank you for your service, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]