

Termination of Service Agreement

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

We are writing to formally notify you of the termination of our service agreement, effective immediately. This decision is a result of ongoing inconsistent communication that has adversely affected our operations.

Despite our previous discussions regarding communication practices, there has been a lack of improvement which has necessitated our decision to terminate our contractual relationship. We believe that clear and reliable communication is essential for success, and unfortunately, this has not been met.

Please consider this letter as the official notice required under the terms of our agreement. We request that you cease all services immediately and provide us with any outstanding invoices for the work done up to this point.

We appreciate the efforts made during our collaboration and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]