

Service Provider Termination Letter

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

Subject: Termination of Service Agreement for Non-Compliance

We are writing to formally notify you of the termination of our service agreement dated [Insert Agreement Date] due to non-compliance with our established policies.

Despite several notifications and opportunities for correction regarding [specify the non-compliance issues], we have not observed any significant improvement. As per the terms outlined in Section [Insert Section Number] of our agreement, we reserve the right to terminate the contract under such circumstances.

This termination is effective immediately, and we request that you cease all services rendered as of [Insert Termination Date]. Please ensure that all outstanding matters are concluded promptly and any necessary transitions are managed efficiently.

We appreciate your past services and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]