

Termination of Service Provider Agreement

Date: [Insert Date]

[Service Provider Name]

[Service Provider Address]

[City, State, ZIP Code]

Dear [Service Provider Contact Name],

We are writing to formally notify you of the termination of our service agreement dated [Insert Agreement Date] between [Your Company Name] and [Service Provider Name] due to redundancy in services. This decision is effective as of [Effective Termination Date].

We appreciate the services that you have provided to us; however, following our recent review, we have determined that these services are no longer necessary for our operations. This decision is in accordance with the terms outlined in section [Insert Relevant Section] of our agreement.

Please ensure that all outstanding invoices are submitted by [Invoice Submission Deadline] to facilitate prompt payment. If there are any materials or equipment belonging to [Your Company Name], we request their return by [Return Date].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]