

# Service Provider Termination Letter

Date: [Insert Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

## **Subject: Termination of Service Agreement**

Dear [Service Provider's Name],

We are writing to formally notify you about the termination of our service agreement, effective [Termination Date]. This decision has been made as a result of our ongoing business restructuring efforts.

We appreciate the services you have provided during our partnership and recognize the contributions you have made. However, due to the current strategic direction of our company, it has become necessary to streamline our operations.

Please ensure that all outstanding matters are concluded by the termination date, and we request that any final invoices be submitted by [Due Date]. Our accounting department will process them accordingly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]