

Service Provider Termination Letter

Date: [Insert Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

We are writing to formally notify you of our decision to terminate the services we have contracted with you, effective immediately, due to unsatisfactory performance.

Despite repeated discussions and opportunities provided to improve your performance, we have not seen the required improvements in the services delivered. As per our agreement dated [Insert Date of Agreement], this decision is made in accordance with the termination clause that allows our company to terminate services for failure to meet the agreed-upon standards.

We kindly request that you send us a final invoice reflecting any outstanding payments for the services rendered up to the date of termination. Please ensure that all company property is returned promptly.

We appreciate your past efforts and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]