

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Service Termination Notice

We hope this message finds you well.

This letter serves as a formal notice of termination for the services provided to you under our agreement dated [Agreement Start Date]. As per our discussions and the terms outlined in the agreement, we will be terminating services effective [Termination Date].

We appreciate the opportunity to have served you and thank you for your business. We are committed to making this transition as smooth as possible. Please ensure that any outstanding matters are resolved prior to the termination date.

If you have any questions or require further assistance, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]