

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Service Contract

I hope this letter finds you well. I am writing to formally notify you of my decision to terminate the service contract dated [Contract Start Date] between [Your Company/Your Name] and [Recipient's Company].

As per the terms set forth in the contract, I hereby provide [number of days, e.g., 30 days] notice of termination, making the effective termination date [Effective Termination Date].

I appreciate the services provided to date and hope for a smooth conclusion to our agreement. Please let me know the next steps regarding the conclusion of the contract and any final obligations that may need to be fulfilled.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]