

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

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

Dear [Recipient Name],

Subject: Notice of Service Termination

I hope this message finds you well. This letter serves as a formal notice regarding the termination of services provided to [Your Company Name] by [Recipient Company Name], effective [Termination Date].

The decision to terminate the service has been made after careful consideration and evaluation of our current needs and objectives. We appreciate the services rendered up to this date and acknowledge the efforts of your team.

Please ensure that all outstanding matters, including any pending invoices or service transitions, are resolved before the termination date. We request confirmation of the service termination and an acknowledgment of receipt of this letter.

Thank you for your understanding. We wish you and your team all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]