

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Notice of [Reason for Notice]

I hope this message finds you well. I am writing to formally notify you that [provide details about the reason for the notice, e.g., termination of services, changes in terms, etc.].

As per our agreement, we will [provide specific details regarding the notice, including effective date and any relevant actions to be taken].

This decision was not made lightly, and we appreciate the opportunity to work with you.

Please feel free to reach out if you have any questions or need further clarification regarding this matter.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]