

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

[Service Provider's Name]  
[Service Provider's Address]  
[City, State, ZIP Code]

Dear [Service Provider's Name],

I am writing to formally give notice that I will be discontinuing your services effective [Last Date of Service]. This decision has been made after careful consideration, and I appreciate the services you have provided thus far.

Please let me know if there are any final details or outstanding matters we need to address before the termination date.

Thank you for your understanding.

Sincerely,  
[Your Name]