

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Service

We hope this letter finds you well. We are writing to inform you that, effective [termination date], we will be terminating our service agreement with [Company Name] as per the terms outlined in our contract dated [contract date].

This decision has not been made lightly, and we sincerely appreciate the services you have provided to us during our partnership.

Please ensure that all final invoices are submitted by [final invoice submission date] to facilitate prompt payment. Additionally, we request that you return any company property before the termination date.

Should you have any questions or require further clarification, please do not hesitate to contact us at [your contact information].

Thank you for your understanding, and we wish you all the best for the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]