

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

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

Subject: Termination of Service

Dear [Recipient's Name],

I am writing to formally notify you of my decision to terminate the service agreement dated [Start Date of Service Agreement] for [Service Description]. This termination will be effective as of [Termination Date], in accordance with the terms outlined in our agreement.

Please confirm the receipt of this letter and let me know if there are any further actions required on my part to finalize this termination. I would appreciate your assistance in ensuring that all necessary procedures are followed so that we can conclude our business relationship amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]