

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: TTM Letter for Service Agreement

Dear [Recipient's Name],

We are pleased to present this Termination to the Service Agreement dated [original agreement date], pertaining to [brief description of services]. This letter serves as a formal notification that the service agreement will terminate as of [termination date], in accordance with the terms outlined in our original agreement.

Please ensure that all necessary steps are taken to conclude our current engagement, including [any required final actions or obligations].

We appreciate the opportunity to have worked together and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Enclosures: if any]