[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Termination of WCF Service Agreement
I hope this letter finds you well. I am writing to formally terminate our WCF service agreement dated [start date of the agreement] as per the terms outlined in the contract.
This decision is effective immediately [or specify a termination date]. Please ensure that all services are ceased, and any outstanding matters are resolved by this date.
I appreciate the services provided thus far and wish you all the best in your future endeavors.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]