

[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 VNC Server Service

I hope this letter finds you well. I am writing to formally notify you of the termination of the VNC server service that we have been utilizing under contract [Contract Number/Reference] effective [Termination Date]. This decision has been made after careful consideration and is in accordance with the terms outlined in our agreement. We kindly ask you to confirm the termination of services and provide information regarding any final invoicing or actions required on our end.

Thank you for your service during our engagement. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]