

Date:

To:

Company/Service Provider Name

Address

City, State, ZIP Code

Subject: Service Agreement Termination

Dear ,

This letter serves as formal notice of termination of our service agreement dated between and . In accordance with the terms specified in the agreement, this notice satisfies the required notice period of days.

The termination will be effective as of . Please discontinue all services and return any company property or confidential information by this date.

Kindly confirm receipt of this notice and the final steps involved in completing the termination process. If you have any questions, please contact me at .

Thank you for your cooperation.

Sincerely,

Name

Title

Company Name