

Formal Client Termination Letter

Subject: Termination of Services

Dear [Client Name],

We regret to inform you that, effective [Termination Date], [Your Company Name] will no longer be able to provide services to your organization. This decision has been made after careful consideration and in accordance with our service agreement.

Please ensure that all outstanding payments are settled by [Due Date]. We appreciate the time we have worked together and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

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