

Service Contract Termination Letter

Subject: Termination of Service Contract

Dear [Recipient's Name],

This letter is to notify you that we will be terminating our service contract dated [Contract Date], effective [Termination Date]. Our business requirements have evolved, and we no longer need the services outlined in the agreement.

Please ensure that all services up to the termination date are completed. A final invoice should be submitted no later than [Invoice Submission Date].

We appreciate your service and support throughout our partnership.

Sincerely,

[Your Name]

[Your Position]

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