

Professional formal termination letter

Subject: Termination of Service Agreement

Dear [Recipient Name],

We are writing to formally notify you that we will be terminating the service agreement dated [Agreement Date] between [Your Company Name] and [Recipient Company Name], effective [Termination Date].

This decision has been made due to [reason, e.g., changes in business requirements, service dissatisfaction, contract fulfillment]. Kindly ensure that all outstanding obligations are settled and that a final statement of accounts is provided by [specific date].

We appreciate the services rendered during our engagement and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/service-agreement-termination-letter>