

Informal email style termination notice

Subject: Ending Our Service Agreement

Hi [Recipient Name],

I hope this message finds you well. I wanted to inform you that we will be ending our service agreement with your company as of [Termination Date]. This is due to [reason], and we appreciate your understanding.

Thank you for your cooperation and support over the course of our collaboration. Please confirm receipt of this email.

Best regards,

[Your Name]

[Your Position]

[Company Name]

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