

Termination due to contract breach or non-compliance

Subject: Termination of Service Agreement Due to Non-Compliance

Dear [Recipient Name],

This letter serves as formal notice that [Your Company Name] is terminating the service agreement dated [Agreement Date] with [Recipient Company Name], effective immediately, due to non-compliance with the agreed terms and conditions.

We request that all pending matters be resolved promptly and that any company property or information be returned by [specific date]. Legal rights and obligations under the agreement remain enforceable as applicable.

Sincerely,

[Your Name]

[Position]

[Company Name]

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