

Preliminary warning before final termination

Subject: Preliminary Notice of Service Termination

Dear [Recipient Name],

This is a preliminary notice regarding the possible termination of our service agreement dated [Agreement Date]. Due to [reason, e.g., ongoing performance issues], we are providing this notice in accordance with contract terms.

Please consider this an opportunity to address the highlighted issues by [date]. Failure to do so may result in formal termination of the agreement.

Sincerely,

[Your Name]

[Position]

[Company Name]

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