

Letter for service termination due to payment issues

Subject: Termination of Services

Dear [Vendor/Contractor Name],

We regret to inform you that due to non-payment of invoices [Invoice Numbers], your services with [Company Name] will be terminated effective [Date].

Kindly settle any outstanding payments immediately. Any deliverables not yet completed will be returned, and future work arrangements are hereby canceled.

We appreciate your past collaboration and hope this matter can be resolved amicably.

Sincerely,

[Your Name]

[Title]

[Company Name]

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