

Sample Business Letter for Service Termination

Citing Breach of Agreement

[Your Company Letterhead]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

Subject: Notice of Service Termination Due to Breach of Agreement

We are writing to formally notify you that [Your Company Name] is terminating the service agreement dated [Agreement Date], between our companies, effective [Effective Date of Termination].

This decision is based on your company's violation of the terms and conditions outlined in the agreement. Specifically, the following breaches have been noted:

- [Clearly describe the specific breach or breaches, including relevant dates and clauses from the agreement]
- [Provide any documentation or references that support your claim]

As stipulated in Section [Specify Section] of our agreement, such violation warrants immediate termination of services. Despite our prior notifications and requests to address these issues, appropriate corrective actions have not been taken.

Accordingly, all services will cease effective [Effective Date of Termination]. We kindly request that you return all company property and settle any outstanding obligations by this date. Please contact [Contact Person/Department] at [Phone Number/Email Address] to coordinate the transition and address any outstanding matters.

We appreciate the work completed to date, but must act to protect our company's interests and uphold the terms of our agreement.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Phone Number]
[Email Address]