

Sample Business Letter for Service Termination with Notice Period

This template can be used to formally terminate a service agreement while observing the required notice period and maintaining professionalism.

[Your Name]

[Your Position/Title]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Service Provider/Client Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Notice of Service Termination

Dear [Recipient's Name],

I am writing to formally notify you of our intention to terminate the **[Specify Service Agreement Name/Number]** between **[Your Company Name]** and **[Recipient's Company Name]**, as per the terms agreed upon in our contract.

This letter serves as the required **[X]-day notice** stipulated in the agreement. The termination will be effective as of **[Effective Termination Date]**.

[Optionally include a brief reason for termination: For example, "Due to changes in our business needs, we have decided to discontinue this service."]

We request your cooperation during this transition period. Please ensure all outstanding matters are concluded by the effective termination date, including any final invoices or the return/transfer of any materials, data, or equipment, as applicable.

We appreciate the service and support provided to date, and hope to explore opportunities to work together in the future.

If you have any questions or need further clarification, please contact me at [Your Phone Number or Email].

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]