

Sample Business Letter for Service Termination Due to Contract Expiration

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Notice of Service Termination Due to Contract Expiration

Dear [Recipient Name],

This letter serves as formal notice that the service contract between [Your Company Name] and [Recipient Company Name], dated [Contract Start Date], is set to expire on [Contract Expiry Date], according to the terms originally agreed upon.

We wish to inform you that we do not intend to renew or extend the current contract upon its expiration. As such, all services provided under this agreement will be concluded effective [Contract Expiry Date].

We greatly appreciate the opportunity to have worked together and value the partnership we have shared during the period of our agreement. We trust that the services delivered have met your expectations.

Prior to the contract's conclusion, please ensure that all outstanding obligations and final matters are addressed. Kindly return any company property or documentation as required by the terms of our agreement. If there are any questions or if you require assistance with the transition, please do not hesitate to contact us.

Thank you once again for your cooperation. We wish you continued success in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]