

## Sample Business Letter for Service Termination Due to Dissatisfaction

Your Company Name

Your Address

City, State, ZIP Code

Phone Number

Email Address

Date

Recipient Name

Recipient Title

Company Name

Company Address

City, State, ZIP Code

Dear [Recipient Name],

I am writing to formally notify you of our decision to terminate the service agreement between [Your Company Name] and [Service Provider Company Name], effective [termination date, typically as per the notice period in contract].

This decision comes after several instances of dissatisfaction with the quality and performance of the services provided. Specifically, we have encountered the following issues:

- Repeated failure to meet the service standards and deliverables outlined in the contract.
- Poor customer support and delayed response times to our inquiries and concerns.
- Non-compliance with key terms and conditions agreed upon at the start of our partnership.

Despite our previous communications and requests for improvement, we have not seen sufficient progress in resolving these issues. Therefore, we believe it is in our best interest to seek alternative solutions that better meet our needs and expectations.

Please consider this letter as formal notice of termination as per the terms of our agreement. We request a final statement of account and confirmation of the end of services on or before the termination date. Kindly ensure all obligations are fulfilled and any outstanding matters are resolved promptly.

We appreciate the service you have provided thus far and hope you will address the feedback provided to improve for your future clients.

Thank you for your understanding. Should you require any clarification, please contact me at [your phone number or email address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]