

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Name of Regulatory Authority]  
[Department/Division]  
[Address]  
[City, State, Zip Code]

**Subject: Formal Notification of Termination of a Critical Outsourcing Arrangement**

Dear [Name of Contact Person or Department],

In accordance with [Reference Relevant Regulation/Policy], [Company Name] is writing to formally notify you of the termination of a critical outsourcing arrangement.

**1. Service Provider Details:**

Name of Service Provider: [Provider Name]  
Type of Service: [e.g., Cloud Hosting, Payment Processing]  
Date of Original Agreement: [Date]

**2. Termination Schedule:**

Notice Date: [Date Notice Served]  
Effective Date of Termination: [Final Date of Service]

**3. Reason for Termination:**

[Briefly state reason: e.g., Expiration of contract, migration to new provider, or insourcing of services].

**4. Continuity and Transition Plan:**

[Company Name] has activated its exit strategy to ensure the continuity of critical operations. The services will be transitioned to [Name of New Provider or Internal Department]. We confirm that data migration and security protocols are being managed in compliance with regulatory standards to prevent any disruption to customers or financial stability.

**5. Risk Assessment:**

A final risk assessment has been conducted, and we have determined that [briefly state impact level, e.g., there is no significant residual risk to the organization].

We remain available to provide further documentation or attend a briefing regarding this transition at your request.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Contact Phone Number]

[Email Address]