

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

[Recipient Name/Client Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Notice of Termination and Pro-Rata Refund**

Dear [Recipient Name],

This letter serves as formal notification that our agreement for [Name of Service/Project], dated [Original Contract Date], is being terminated effective [Termination Date].

As per the terms of our Service Level Agreement and the associated Money-Back Guarantee, you are entitled to a pro-rata refund for the remaining unused portion of the service period. This termination occurs within the [Number]-day guarantee period.

The refund calculation is as follows:

- Total Contract Value: \$[Amount]
- Service Period Used: [Start Date] to [End Date]
- Unused Balance (Pro-Rata): \$[Refund Amount]

The refund of \$[Refund Amount] will be processed via [Payment Method] and should appear in your account within [Number] business days. Access to [Service/Platform] will be discontinued on the effective termination date mentioned above.

Please contact us at [Phone Number] or [Email Address] if you have any questions regarding this settlement.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]