

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

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

**Subject: Notice of Termination of Business Relationship**

Dear [Client Name],

Please accept this letter as formal notification that [Your Company Name] is terminating our business relationship, effective [Final Date].

This decision has been made due to chronic non-payment and multiple outstanding invoices that remain overdue despite several previous reminders. As of today, your account shows a total outstanding balance of \$[Amount].

Regarding our transition:

- Work on all current projects will cease immediately.
- No further orders or services will be processed.
- Final deliverables related to paid work will be transferred to you by [Date].

We request that the full outstanding balance of \$[Amount] be settled no later than [Payment Deadline Date]. Failure to remit payment by this time may result in further collection actions or legal proceedings.

Please direct any questions regarding your final balance or payment methods to [Your Contact Information].

Sincerely,

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