

Dear [Client Name],

This letter serves as formal notification that [Company Name] will be terminating our current service agreement, effective [Date].

This decision has been made following a review of our recent collaboration. We have determined that there is a misalignment between our respective organizational cultures and operational styles. We believe that a successful partnership requires a shared approach that we have been unable to achieve at this time.

We are committed to ensuring a professional transition. We will complete [List specific tasks or deliverables] by the termination date. All final invoices will be submitted by [Date] for your review and payment.

We appreciate the opportunity to have worked with you and wish your organization continued success.

Sincerely,

[Your Name]

[Your Title]

[Company Name]