

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

[Vendor Contact Name]  
[Vendor Company Name]  
[Vendor Address]  
[City, State, Zip Code]

**Subject: Notice of Service Termination and Account Closure**

Dear [Vendor Contact Name],

Please accept this letter as formal notification that [Your Company Name] will be terminating its contract for [Type of Service] effective [Final Date of Service].

We have decided to terminate this agreement due to [Optional: brief reason, e.g., restructuring / contract expiration / change in business needs].

Pursuant to our agreement, please ensure the following actions are completed by the termination date:

- Provide all final deliverables and outstanding reports.
- Submit all final invoices for payment no later than [Date].
- Return all company property, equipment, or data in your possession.
- Cease all automated billing or recurring charges to our account.

Upon receipt and verification of the final invoice, we will issue the remaining balance as per our standard payment terms. Please confirm receipt of this notice and provide written confirmation that our account has been closed.

Thank you for the services provided during our engagement.

Sincerely,

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