

[Sender Name]  
[Sender Title]  
[Company Name]  
[Address]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Address]

**RE: Notice of Termination of Month-to-Month Agreement**

Dear [Recipient Name],

This letter serves as formal notification that [Your Company Name] is terminating the month-to-month agreement for the corporate portfolio located at [Portfolio Description/Address], effective sixty (60) days from today.

Pursuant to this notice, the final day of service and our contractual obligation will be [Date sixty days from now]. This 60-day notice period is provided in accordance with the terms outlined in our original agreement.

During this transition period, we expect all services to continue as normal until the termination date. Please provide instructions regarding the final handover of assets, keys, and any outstanding documentation related to the portfolio.

Please send the final invoice for the remaining period to [Email Address/Department]. We appreciate the professional relationship we have maintained and wish your organization the best.

Sincerely,

[Signature]  
[Printed Name]  
[Company Name]