

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Department]

[Current Waste Management Company Name]

[Address]

[City, State, Zip Code]

Subject: Notice of Service Transition and Contract Termination

Dear [Recipient Name],

Please accept this letter as formal notification that we will be transitioning our waste management and trash collection services to a new provider. Consequently, we request the termination of our current service agreement for the property located at [Service Address], effective [Final Service Date].

We request that you coordinate the following actions by the effective date mentioned above:

- Schedule a final pickup of all waste and recycling materials.
- Arrange for the removal of all company-owned bins, dumpsters, and containers from the premises.
- Provide a final closing invoice covering all services rendered up to the termination date.

Please confirm receipt of this notice and provide written confirmation of the scheduled equipment removal date. If there are specific procedures for the return of equipment or final account settlement, please let us know at your earliest convenience.

Thank you for your services provided to date.

Sincerely,

[Your Signature]

[Your Printed Name]