

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

[Date]

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

Re: Termination of Service Agreement

Dear [Vendor Contact Name],

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

This decision has been made because [Reason for termination, e.g., expiration of contract, restructuring, or specific performance issues].

As per our agreement, we request that you:

- Complete any outstanding tasks as of [Final Working Date].
- Submit all final invoices no later than [Date].
- Return all company property, keys, or data in your possession by [Date].

We appreciate the services you have provided in the past and wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]