

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

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

RE: Notice of Termination of Elevator Service Contract

Dear [Vendor Contact Name],

Please accept this letter as formal notification that [Your Company Name] is terminating the elevator maintenance and servicing contract for the property located at [Property Address], effective [Final Date of Service].

This termination is being exercised in accordance with [Section Number] of our agreement dated [Contract Start Date].

We request that you complete any remaining scheduled inspections prior to the termination date. Please ensure that all building keys, access cards, and technical documentation belonging to the property are returned to the management office by [Date].

Please send a final invoice for services rendered up to the termination date to [Billing Email/Address]. Any automatic payments or service authorizations will be cancelled as of the effective date.

Thank you for your services to date.

Sincerely,

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