

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

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

**RE: TERMINATION OF PROPERTY MAINTENANCE SERVICES**

Dear [Contact Person Name],

Please accept this letter as formal notification that [Your Company Name] is terminating the maintenance contract dated [Original Contract Start Date] for the property located at [Property Address].

In accordance with the terms of our agreement, we are providing [Number] days' notice. Therefore, the final day of service will be [Date of Final Service].

We request that you complete all outstanding work orders assigned prior to this date. Please ensure that all keys, gate remotes, security codes, and property equipment currently in your possession are returned to our office no later than [Date].

Please submit your final invoice for services rendered up to the termination date by [Date]. All undisputed balances will be paid according to our standard payment terms.

Thank you for your services to date. We wish you the best in your future endeavors.

Sincerely,

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