

Current Date: [Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

**RE: Notice of Termination of HVAC Maintenance Contract**

To [Contact Person Name or Account Manager],

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

In accordance with the termination clause in our agreement, this cancellation will be effective as of [Final Date of Service].

We request that you complete any outstanding maintenance tasks scheduled before the effective date. Please submit all final invoices for services rendered up to the termination date by [Date].

Additionally, please arrange for the return of any building keys, access cards, or property belonging to [Your Company Name] currently in your possession by [Return Date].

Thank you for your past services.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]