

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

[Landscaping Company Name]
[Contact Person Name]
[Company Address]
[City, State, Zip Code]

RE: TERMINATION OF LANDSCAPING SERVICES CONTRACT

Dear [Contact Person Name],

This letter serves as formal notification that [Your Name/Company Name] is terminating the landscaping services contract dated [Start Date of Contract] for the property located at [Property Address].

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

We request that you complete all scheduled maintenance tasks up until the final date. Please ensure that all tools, equipment, or debris belonging to your company are removed from the premises by the end of that business day.

Please submit a final invoice for services rendered through [Final Date of Service]. Any outstanding payments will be settled according to the terms of our contract once the final inspection of the grounds is completed.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]