

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

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

**RE: Termination of Pest Control Services**

Dear [Contact Person Name],

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

Pursuant to the terms of our agreement, we are providing [Number of Days] days' notice. The final date of service will be [Final Date of Service].

We request that you perform the following actions before the termination date:

- Complete any remaining scheduled treatments before the final date.
- Remove any traps, bait stations, or monitoring equipment owned by your company from the premises.
- Submit a final invoice for services rendered up to the termination date.

Please confirm receipt of this notice and the cancellation of any future automated billing cycles. Thank you for your past services.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Position]