

**Date:** [Insert Date]

**To:**

[Plumbing Company Name]

[Contact Person Name]

[Address]

[City, State, Zip Code]

**RE: Notice of Termination of Plumbing Services Contract**

Dear [Contact Name],

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

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

**Reason for Termination:**

[Insert reason, e.g., Completion of project / Breach of contract terms / Expiration of agreement / Convenience]

**Final Requirements:**

- Please complete any outstanding work orders scheduled before [Final Date of Service].
- Submit all final invoices no later than [Date] for processing.
- Return any keys, access badges, or property belonging to [Your Company Name] by [Date].

All future service requests and site access are revoked following the effective date of termination. Please acknowledge receipt of this letter in writing.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]