

[Your Name or Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

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

RE: TERMINATION OF POOL MAINTENANCE SERVICES

Dear [Vendor Contact Name],

This letter serves as formal notice to terminate the pool maintenance contract between [Your Name/Company Name] and [Vendor Name], effective as of [Final Date of Service].

We have decided to terminate this agreement in accordance with the [Number]-day notice period required by our contract. Our records indicate that our final day of service will be [Date].

Please ensure that all scheduled maintenance, chemical balancing, and cleaning tasks are completed through the final service date. After this date, please remove any vendor-owned equipment from the premises and return any keys, gate codes, or access cards in your possession.

Please send a final invoice for services rendered up to the termination date. We will ensure all outstanding balances are settled promptly upon receipt of the final billing.

Thank you for the services you have provided to date.

Sincerely,

[Your Signature]

[Your Printed Name]