

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

[Vendor Contact Name]
[Security Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: Notice of Contract Termination

Dear [Vendor Contact Name],

Please accept this letter as formal notification that [Your Company Name] is terminating the security patrol services contract dated [Start Date of Contract].

Pursuant to the terms of our agreement, we are providing [Number of Days, e.g., 30] days' notice. The final day of service will be [Last Date of Service].

We request that you complete the following prior to the termination date:

- Continue all scheduled patrols until the final date mentioned above.
- Return all keys, access cards, gate remotes, or security codes provided for property access.
- Submit a final invoice for services rendered through the termination date.

Please confirm receipt of this notice and coordinate the return of company property with [Name of Contact Person] at [Phone Number/Email].

Thank you for your service to date.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]