

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

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

RE: Termination of Snow Removal Services

Dear [Vendor Contact Name],

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

In accordance with the termination clause in our agreement, this cancellation will be effective as of [Last Date of Service].

We have decided to terminate this agreement due to [Reason for termination, e.g., unsatisfactory performance / change in management / budget adjustments].

Please submit your final invoice for services rendered through [Last Date of Service] by [Invoicing Deadline]. Any equipment or keys belonging to [Your Company Name] currently in your possession should be returned by [Return Date].

Thank you for your services to date.

Sincerely,

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