

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

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

**RE: Notice of Termination of Waste Management Services**

Dear [Vendor Contact Name],

Please accept this letter as formal notification that [Your Company Name] is terminating the contract for waste management services, effective [Final Date of Service].

This decision has been made in accordance with the termination clause specified in our agreement dated [Contract Start Date]. As per our records, the required notice period of [Number of Days] days is being provided.

We request that you arrange for the removal of all waste containers and equipment from our premises located at [Service Address] no later than [Date of Removal].

Please send a final invoice for all services rendered up to the termination date. Once all equipment has been recovered and the final invoice reviewed, we will settle the remaining balance.

Thank you for your services in the past. Please confirm receipt of this notice in writing.

Sincerely,

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