

Service Contract Termination Letter

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, ZIP Code]

Subject: Termination of Service Contract

Dear [Service Provider's Name],

This letter serves as a formal notice to terminate the service contract between [Your Company Name] and [Service Provider's Name] effective [Termination Date]. This decision has been made due to [specific reasons, e.g., service quality, cost considerations].

To facilitate the termination process, we outline the following steps:

1. **Outstanding Services:** Complete all active services or projects by [specific date].
2. **Payment Settlement:** Submit all final invoices by [specific date]. Payments will be processed accordingly.
3. **Handover of Materials:** Transfer all documents, data, or other materials related to the service by [specific date].
4. **Access Termination:** Terminate access to company systems, software, or property by [specific date].

We appreciate the efforts your team has provided during our collaboration. Should you have any concerns or require clarification, please reach out to [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]