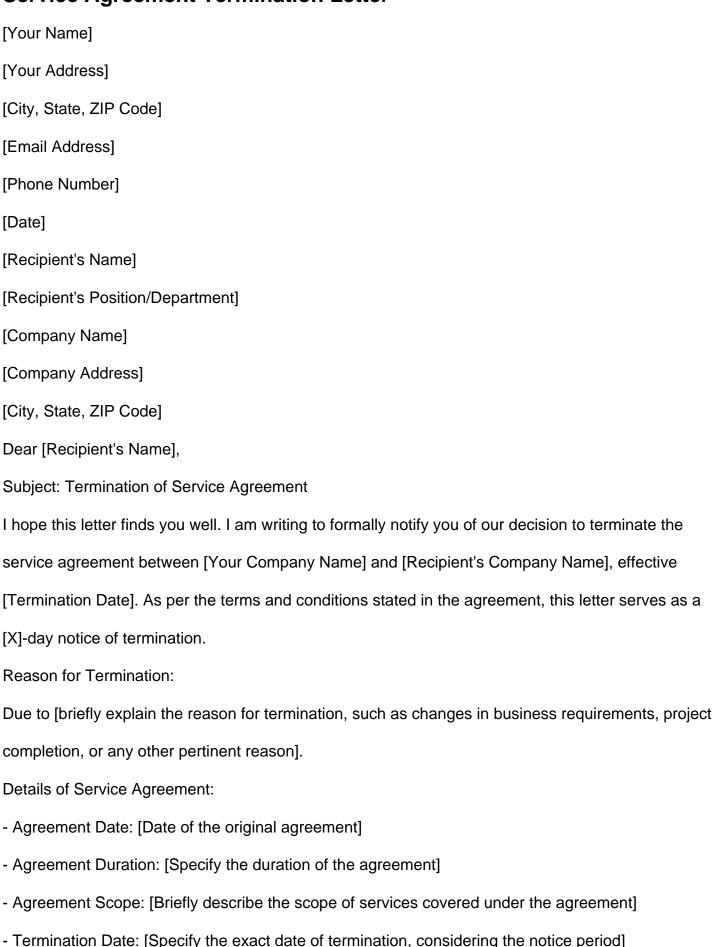
Service Agreement Termination Letter



- Outstanding Obligations: [Mention any outstanding payments or deliverables that need to be settled before termination]

Obligations After Termination:

Both parties agree to fulfill any outstanding obligations and cooperate to ensure a smooth and orderly transition. [Your Company Name] will provide all necessary assistance and handover support to [Recipient's Company Name] to ensure minimal disruption to your operations.

Return of Property:

[If applicable] Please arrange for the return of any company property or confidential information that may have been exchanged during the course of the agreement. [Your Company Name] will also return any property belonging to [Recipient's Company Name] in its possession.

Confidentiality:

All confidential information disclosed during the term of the agreement shall remain confidential and be treated as such even after termination.

Final Settlement:

Please prepare the final settlement statement, indicating any outstanding payments or reimbursements owed to either party, and send it to [Your Email Address] for review and confirmation. We will do the same for your records.

I would like to express our appreciation for the collaboration and services provided by [Recipient's Company Name] throughout the term of the agreement. Although we have decided to terminate the agreement, we value the professional relationship we have established and hope to remain in touch for any potential future endeavors.

If you have any questions or require further clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]