[company name]  
[address line 1]  
[address line 2]  
[address line 3]   
[address line 4]   
[address line 5]

Dear [name of recipient],

**RE: Contract Termination**

Please accept this letter as written notice to terminate our contract with [name of provider], as of [date]. With this notification, we comply with the minimum notice period required by our agreement.

Your company has provided us with good service in the past, however, we decided to terminate our business contract due to [reasons].

Please confirm the receipt of this letter and the closing of our account. If you have any questions you can reach me at [phone] or [e-mail address].

Yours sincerely

[name of authorised signatory]  
[job title of authorised signatory]