TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Termination Letter for Consultancy Services.

Dear Mr. Jack,

I am writing this letter to inform you that as of September 1, 20XX, we will no longer be using your cleaning services for our hotel chain. Please accept this letter as the official advanced notification specified in our contract.

We are terminating our contract due to a significant change in our business plan. Although I am pleased with Silver Cleaning’s service, this change is necessary for us in light of the direction we are moving in.

We recognize that you have been our go-to cleaning company for the past seven years. Our company appreciates your high standards and attention to detail. We expect to maintain the standards that your organization has set as we move forward.

Thank you, and if you have any questions regarding this contract termination letter, please call me at **[phone number]**.

Sincerely,

**[Signature]**

John Smith