**Letter for Termination of Services**

[Your Name]

[Your Title]

[Company’s Address]

[City, State, Zip Code]

[Date]

[Receiver’s Name]

[Receiver’s Company]

[Receiver’s Address]

[City, State, Zip Code]

RE: Termination of Contract Ref. Number

Dear Name of Receiver,

We regret to inform you that we will be cancelling your services for maintaining the landscaping around our commercial building at [Address]. According to the contract signed on [Date], cancellation is allowed if your service is not performed regularly each week. We have been noticing that the level of care has been declining and we no longer feel that you are providing the quality of service that we were expecting.

We hope that you will understand our decision and hope to receive confirmation of this letter within 10 days of you receiving it and to clear our account by the end of the month on [Date].

If you have any questions, I can be reached at [Number] or at [name@email.com].

Thank you for your prompt attention.

Sincerely,

[Signature]

[Your Name]

[List of Enclosures such as copy of contract with pertinent points highlighted]