

[Current Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Notice of Property Sale and Contract Termination

Dear [Contact Name or Billing Department],

This letter is to formally notify you that the property located at [Property Address] is being sold. The closing date for this transaction is scheduled for [Closing Date].

As a result of this sale, our service agreement with [Your Company/Name] for [Type of Service, e.g., Landscaping/Cleaning] will be terminated effective [Date of Last Service].

Please note the following regarding our final account requirements:

- **Final Invoice:** Please submit your final invoice for all services rendered up to the termination date no later than [Date].
- **Access:** Please ensure all keys, gate remotes, or security codes are returned to [Name/Location] by [Date].
- **Contact Information:** Please send all final correspondence and billing to [Mailing Address for Final Payment].

The new owners are [New Owner Name/Management Company]. If they wish to continue your services, they will contact you directly to establish a new agreement.

Thank you for your professional service over the past [Duration of Service]. If you have any questions regarding this transition, please contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]