[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Name of Contact Person]
[Name of Law Firm/Vendor]
[Vendor Address]
[City, State, Zip Code]

RE: Notice of Termination of Legal Services Agreement

Dear [Name of Contact Person],

This letter serves as formal notification that [Your Company Name] is terminating the legal services contract dated [Start Date of Contract] for [Description of Services/Case Reference].

In accordance with the terms set forth in Section [Section Number] of our agreement, we are providing [Number of Days] days' notice. Therefore, the effective date of termination will be [Final Date of Service].

We request that you complete the following actions by the termination date:

- Cease all work on active matters unless specifically authorized in writing.
- Provide a final itemized invoice for all services rendered up to the termination date.
- Transfer all physical and electronic files, documents, and work products related to our account to [Name of New Counsel/Contact Person].
- Return or destroy any confidential information as per our non-disclosure agreement.

Please acknowledge receipt of this notice and confirm the schedule for the transfer of files.

Thank you for your professional services to date.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]