

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

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: Notice of Termination of Services

Dear [Client Name],

Please be advised that [Your Company Name] is formally terminating our professional relationship and all associated services, effective [Date].

This decision has been made due to repeated instances of hostile and unprofessional behavior toward our office personnel. Despite previous discussions regarding our workplace conduct policy, which requires a respectful environment for all staff, the pattern of hostility has continued.

Regarding the current status of your account:

- Final work products completed to date are enclosed or attached.
- Your outstanding balance is [Amount], due by [Date].
- Your files and data will be [held for pickup/transferred/deleted] as of [Date].

We recommend that you secure a new service provider as soon as possible to ensure the continuity of your projects. We will cooperate with the transfer of necessary documentation to your new representative upon receiving written authorization from you.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]