

# Sample Letter Termination of Contract Security Agency

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

[Recipient Name]  
[Security Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as formal notice of termination of the contract dated [Insert Date] between [Your Company Name] and [Security Agency Name], pursuant to the terms outlined in [mention specific clause if applicable]. The termination will take effect as of [Insert Termination Date].

[Optional: Include reason for termination]

Please ensure that all outstanding matters are settled by the termination date, including final invoicing and the return of any company property.

Kindly confirm receipt of this termination letter and the effective date of contract termination.

Thank you for your services and cooperation.

Sincerely,

[Your Name]  
[Your Position]