**Notification Letter Format for Ending Service Contract**

From:

Richard Brown

Manager

Elite Hospitality Ltd.

68 Station Road

London

Date: September 1st, 2020

To,

Mr. Andrew Jacob

Manager

Newman Food Supplies Ltd.

St. Arthur Road

London

Dear Mr. Jacob,

We are writing this notification letter to inform you that Elite Hospitality Ltd. will no longer be requiring the services of Newman Food Supplies Ltd., as of September 1st, 2020. With this notification letter, we wish to highlight that we comply with the notice period of two months as mentioned in our agreement. In last six years, your company has provided us with impeccable service but as we plan to wrap up our business from London, we have decided to terminate the contract.

We would like to mention that from now onwards, we will not be placing any new orders with your company. We would appreciate if you could have all the outstanding orders cleared within the notice period. From our end, we will have all your dues cleared by the November 7th, 2020 and for that we will look forward to receiving all the pending invoices latest by October 15th, 2020.

You are requested to confirm the receipt of this notification letter as the end of service contract. In case of any other queries, please get in touch with me at 9898989898 or richard@abc.com.

We would like to thank you for a pleasant working experience.

Regards,

Richard Brown  
Manager  
Elite Hospitality Ltd.  
London