**Client Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Client Name: |  | Company Name (if applicable): |  |
| Address: | City, State, ZIP Code, Country. | | |
| Phone Number & Email Address: |  | Website: |  |

**Termination Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Termination Date: |  | | |
| Reason for Termination: | Service Dissatisfaction | Project Completion | Budget Constraints |
| Business Closure | Change in Requirements | Other: |

**Final Service Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Service Provided: | ` | | |
| Service Date: |  | Description of Last Service: |  |

**Account Settlement**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Outstanding Balance: |  | | Payment Due Date: | | |  | |
| Final Invoice Number: |  | | | | | | |
| Payment Method: | Credit Card | Bank Transfer | | Check | PayPal | | Other: |
| Comments: |  | | | | | | |

**Client Feedback (Optional)**

We appreciate your feedback to help us improve our services.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Overall Experience:** | | | | |
| Excellent | Good | Fair | Poor | Other: |

**Comments/Suggestions:**

|  |
| --- |
|  |
|  |
|  |
|  |

**Client Confirmation**

I hereby confirm the termination of the service relationship with the company and acknowledge the details of the final account settlement.

**Client Name:** [Insert Client Name Here]

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** | Signature | **Date:** | (DD/MM/YYYY) |

**For Official Use Only**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Received By: | | |  | | | | | |
| Name: | | |  | | Position: | |  | |
| **Signature:** | Signature | | **Date:** | | (DD/MM/YYYY) | |

**Account Settled By:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | | |  | | Position: | |  | |
| **Signature:** | Signature | | **Date:** | | (DD/MM/YYYY) | |