



Contracted Provider Termination Letter **Example**

Contractor Business Letterhead

Date

Customer Name

Address

Address

Dear:

This letter serves as your notice that I will no longer be your service provider as of (date) . I am no longer able to provide services to you because (insert reason) . Although I will not be your provider, the (insert name of service) service remains a support identified as needed in your service plan. Your team will assist you to find a new provider.

If you do not agree with this decision, contact (insert the name and phone number of provider's RMHS liaison) to discuss your options. If you choose to contest this decision, your services and supports will not be terminated during the resolution process.

Sincerely,

Your name

Your business name

Your phone number if not in your letterhead

Your address if not in your letterhead

cc: RMHS Life Skills & Supports liaison