

# Service Cessation Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that effective [Cessation Date], we will be ceasing our [Service/Product Name] service. This decision has not been made lightly and is a result of [brief reason for cessation, if appropriate].

We want to thank you for your support and loyalty during our time of service. Please know that we value our relationship with you and are available to help you with any questions or concerns you may have during this transition.

If you have any outstanding accounts or need assistance regarding the services or products received, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Contact Information]