

Service Discontinuance Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Service Discontinuance

I am writing to formally notify you that I will be discontinuing the service provided by [Service Provider's Name/Your Company Name] effective [Discontinuation Date]. This decision was made due to [brief reason for discontinuance, if necessary].

I would like to take this opportunity to express my gratitude for the services rendered during our time together. I appreciate the support and assistance offered by your team.

Please confirm the receipt of this letter and the details of the discontinuance process at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]