

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your service with [Company Name] will be coming to an end as of [End Date]. We appreciate the opportunity to have served you and are grateful for your patronage.

As we approach the conclusion of our service, we would like to ensure a smooth transition. Please feel free to reach out if you have any questions or require assistance during this period.

Thank you once again for choosing [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]