

# Subscription Service Cessation Notice

Date: [Insert Date]

Dear [Customer's Name],

We regret to inform you that your subscription to [Service Name] will be ceased effective [Cessation Date]. This decision is due to [reason for cessation, e.g., changes in service offerings, business closure, etc.].

Your final billing statement will be processed on [Final Billing Date], and any remaining balance will be cleared by that date.

We appreciate your support and loyalty during your time with us. If you have any questions or require assistance, please feel free to contact our customer service at [Customer Service Contact Information].

Thank you for being a part of our community.

Sincerely,

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