

# Service Discontinuation Notice

Date: [Insert Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We regret to inform you that your service with [Company Name] will be discontinued effective [Effective Date]. This decision is due to [reason for discontinuation, e.g., policy changes, account inactivity].

We appreciate your business and want to ensure that you are aware of the following details:

- Last billing date: [Last Billing Date]
- Final service end date: [Final Service End Date]
- Any outstanding balances: [Outstanding Balances]

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Phone Number]  
[Company Email]