

# Service Withdrawal Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of the withdrawal of our service, effective [Insert Effective Date]. This decision has been made due to [briefly state reason if appropriate].

Please be assured that we will complete any outstanding obligations prior to the final withdrawal of services. We appreciate your understanding during this transition.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]