

# Service Closure Notification

Dear [Customer's Name],

We are writing to inform you of an important update regarding our services. After a thorough review of our company policies, we have decided to close [Service Name]. This change will be effective from [Closure Date].

This decision was not made lightly, and we understand that this may impact you. Our team is committed to assisting you during this transition. For your convenience, we have outlined the following important details:

- **Closure Date:** [Closure Date]
- **Last Day of Service:** [Last Service Date]
- **Final Billing:** [Details about final billing]

If you have any questions or require further assistance, please do not hesitate to reach out to our customer support team at [Contact Information].

Thank you for your understanding and support throughout our service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]