

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that due to a recent review and revision of our company policies, we will be closing [Service Name] effective [Closure Date].

This decision has not been made lightly, and we want to assure you that we are committed to providing the best service possible. However, after careful consideration, we believe this change is necessary to align with our new operational policies.

We appreciate your understanding in this matter and want to thank you for your support during our time of service. If you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]