

Service Closure Update

Date: [Insert Date]

Dear [Recipient Name],

We are writing to inform you about the upcoming closure of [Service Name] as part of our compliance with internal policy guidelines. This decision has been made in order to ensure the highest standards of service and safety.

The service will officially close on [Closure Date]. We want to assure you that we are committed to providing you with support during this transition. We recommend taking the following steps:

- Review any pending matters related to [Service Name].
- Contact us if you wish to discuss alternative options or services.
- Inform us of any questions or concerns you may have.

We sincerely appreciate your understanding and support during this period. Please feel free to reach out to us at [Contact Information] for any assistance you may need.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]