

Notice of Service Discontinuation

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding our services.

Due to recent changes in our company policies, we regret to inform you that we will be discontinuing [specific service name] effective [discontinuation date]. This decision was made after careful consideration and is part of our commitment to provide high-quality services that align with our updated operational standards.

We value your patronage and want to ensure a smooth transition. For any further assistance or questions, please feel free to reach out to our customer service team at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]