

Service Shutdown Notification

Dear [Customer Name],

We are writing to inform you that, effective [Shutdown Date], we will be discontinuing our [Service Name] due to necessary adjustments in our company policies.

After careful consideration, we have decided to realign our services to better meet the evolving needs of our customers and adhere to new industry regulations. This transition is crucial for us to enhance our offerings and provide greater value in the long term.

We understand that this may cause some inconvenience, and we sincerely apologize for any disruption this may cause. We encourage you to utilize our alternative services, such as [Alternative Service Name], which will be available to you during this transition period.

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

Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]