

# Service Termination Announcement

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an important change regarding the services we provide.

Due to recent policy changes, we regret to announce that we will be terminating your service effective [Insert Termination Date]. This decision has been made to align with our new business direction and operational adjustments.

We sincerely appreciate your support and loyalty during your time with us. Please rest assured that we are committed to ensuring a smooth transition. Our team will be available to assist you with any questions or concerns you may have regarding this change.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]