

Service Withdrawal Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an important change regarding our services that may impact you. Due to recent policy reformatations, we regret to inform you that we will be withdrawing our services effective [Insert Effective Date].

This decision was not made lightly, and we understand its implications. We are committed to ensuring a smooth transition for all our clients, and we encourage you to reach out with any questions or concerns you may have during this time.

We sincerely appreciate your understanding and support as we navigate these changes. Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]