

# IT Service Closure Advisory

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of the upcoming closure of the following IT service:

## **Service Name: [Insert Service Name]**

Closure Date: [Insert Closure Date]

As part of our ongoing efforts to enhance our IT infrastructure and services, we have decided to discontinue the above-mentioned service. This decision allows us to focus on more effective and innovative solutions for our users.

Please note that all data and functionalities associated with this service will be stopped on the closure date. We recommend that you back up any critical information before this date.

If you have any questions or require assistance during this transition, please feel free to contact our support team at [Insert Support Contact Information].

We appreciate your understanding and cooperation during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]