

IT Service Withdrawal Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of IT Service Withdrawal

Dear [Recipient's Name],

We regret to inform you that as of [Withdrawal Date], the following IT services will be officially withdrawn:

- Service 1
- Service 2
- Service 3

This decision has been made due to [Reason for Withdrawal]. We understand that this may cause inconvenience, and we are committed to facilitating a smooth transition. For any ongoing projects, we recommend that you complete your tasks or migrate to alternative solutions by the specified date.

If you have any questions or require assistance during this transition, please feel free to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]