

Notice of Service Discontinuation

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that effective [Insert Date], your telecom service will be discontinued. This decision has been made due to [brief reason for discontinuation, e.g., changes in service offerings, regulatory requirements, etc.].

We understand that this may cause some inconvenience, and we appreciate your understanding in this matter. Please be assured that we are committed to assisting you throughout this transition.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Insert Phone Number] or [Insert Email Address].

Thank you for your understanding and for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]