

Notice of Cessation of Telecom Services

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to formally notify you that your telecom service with [Company Name] will be ceasing effective [Cessation Date]. This decision has been made in accordance with [brief reason or policy reference, if applicable].

We understand that this change may impact your communication needs, and we encourage you to explore other service options available through our network or affiliated providers.

If you have any questions or require assistance during this transition, please do not hesitate to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and for being a valued customer of [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]