

Reminder Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

This is a reminder that your telecom service is scheduled for discontinuation on [Insert Discontinuation Date]. Please ensure that you have made any necessary arrangements to transition to a different service provider if you wish to maintain your telecom services.

If you have any questions or need assistance, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Company Name]
[Your Position]