

Service Discontinuation Notice

Date: [Insert Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to inform you that your telecom service with [Company Name] will be discontinued effective [Discontinuation Date]. This decision has been made due to [brief reason for discontinuation, e.g., non-payment, account inactivity, etc.].

Please be assured that we value your business and appreciate the time you have been with us. If you have any questions regarding your account or the discontinuation process, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

We recommend making any necessary arrangements to transition to another service provider before the discontinuation date to avoid any service disruptions.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]