

Notice of Discontinuation of Communication Services

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that effective [Insert Date], we will be discontinuing our obsolete communication services, specifically [List Specific Services]. This decision has been made in order to streamline our offerings and enhance overall service quality.

We understand that this may cause inconvenience, and we encourage you to transition to our new and improved services including [List New Services]. Our team is available to assist you during this transition and answer any questions you may have.

Thank you for your understanding and support as we move forward. Please do not hesitate to reach out if you have any concerns.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]