

# Service Cessation Notification

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We hope this message finds you well. This letter serves as formal notification regarding the cessation of cybersecurity services provided by [Your Company Name], effective [Effective Date].

As per the terms outlined in our service agreement, we are providing you with [number of days] days notice to ensure a smooth transition and to allow for any necessary adjustments on your part.

During this notice period, we will continue to uphold our commitment to protecting your digital assets and supporting your cybersecurity needs. We recommend that you begin considering alternative service providers to avoid any disruption in your cybersecurity coverage.

If you have any questions or require further assistance during this transition, please do not hesitate to reach out.

Thank you for your trust in us. We appreciate the opportunity to have served you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]