

Consulting Service Discontinuation Notice

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally notify you that we will be discontinuing our consulting services effective [Insert End Date]. This decision was made after careful consideration and we believe it is in the best interest of both parties.

We appreciate the opportunity to have worked with you and your organization. It has been a pleasure assisting you with [specific services or projects]. We are committed to ensuring a smooth transition, and we will be available to assist with any questions you may have during this process.

If you require any final reports or documentation, please do not hesitate to let us know before [Insert Deadline].

Thank you for your understanding and support. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]