

Notice of Service Discontinuation

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an important change regarding our services.

Effective immediately, we will be discontinuing [specific service name] due to [reason for discontinuation]. We understand that this may come as a surprise, and we sincerely apologize for any inconvenience this may cause.

Your satisfaction is important to us, and we are committed to making this transition as smooth as possible. Please feel free to reach out to our customer support team at [contact information] for assistance or to explore alternative services.

Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]