

# Service Discontinuation Notice

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

Dear [Customer's Name],

We regret to inform you that, effective immediately, we will be discontinuing our services to you due to [reason for discontinuation]. This decision was not made lightly, and we appreciate your understanding regarding this matter.

We encourage you to seek alternative service providers for your needs. If you have any outstanding issues or questions, please do not hesitate to reach out to our customer service team.

Thank you for your past business, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]