

# Service Cancellation Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your [Service Name] will be scheduled for cancellation on [Cancellation Date].

This decision was made due to [reason for cancellation - e.g., non-payment, policy changes, etc.]. We understand that this may come as a surprise, and we apologize for any inconvenience this may cause.

If you have any questions or if you believe this cancellation is in error, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email]. We are here to help you resolve any issues you may have.

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]

[Your Contact Information]