

Notification of Service Cessation

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that effective [Cessation Date], we will be ceasing our services related to [Service Description]. This decision has not been made lightly, and we appreciate your understanding.

We recommend that you seek alternative service providers to ensure there is no disruption to your needs. If you have any questions or need assistance during this transition, please do not hesitate to reach out to us at [Contact Information].

We thank you for your loyalty and support during our time of service.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]