

Service Discontinuation Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that, after careful consideration, we have decided to discontinue our services provided to you, effective [Insert Effective Date]. This decision is made without any cause associated with your account or business.

Please be assured that this decision was not made lightly, and we appreciate your understanding during this transition. We encourage you to seek alternative providers for your future needs.

If you have any questions or require further assistance, please feel free to contact us at [Insert Contact Information].

Thank you for your past business, and we wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]