

Notice of Service Discontinuation

Date: [Insert Date]

Dear [Guest/Customer Name],

We regret to inform you that effective [Insert Discontinuation Date], we will be discontinuing [Specify Service] at [Hotel Name].

This decision was not made lightly, and we sincerely apologize for any inconvenience this may cause. We assure you that we are committed to providing the best possible experience and will continue to offer [List Remaining Services].

If you have any questions or need assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Hotel Name]

[Hotel Address]

[Hotel Phone Number]