

# Notice of Service Closure

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally inform you that effective [Closure Date], we will be closing our contractor services. This decision was made after careful consideration, and we would like to take this opportunity to express our gratitude for the trust you have placed in us.

Please note that all ongoing projects will be completed by [Completion Date]. We are committed to ensuring a smooth transition and will provide all necessary documentation related to your projects before our services conclude.

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

Thank you for your understanding and for the opportunity to serve you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]