

Notice of Delivery Service Closure

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that effective [insert closure date], [Your Company Name] will be ceasing its delivery services.

This decision was not made lightly, and we want to express our gratitude for your support throughout our years of service. We appreciate the trust you placed in us for your delivery needs.

We encourage you to arrange any necessary deliveries before the closure date. If you have any questions or need assistance regarding your current orders, please do not hesitate to contact our customer service team at [insert contact information].

Thank you for being a valued customer. We wish you all the best in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company's Contact Information]