

Notice of Discontinuation of Delivery Services

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that, effective [Insert Effective Date], we will be discontinuing our delivery services.

This decision was not made lightly, and we sincerely appreciate your understanding and support over the years. We encourage you to utilize our other services, which will continue to operate as usual.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]