

# Notification of IT Service Discontinuation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Company: [Your Company Name]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Recipient's Name],

We are writing to inform you that effective [Discontinuation Date], the following IT service(s) will be discontinued:

- [Service 1]
- [Service 2]
- [Service 3]

This decision has been made due to [reason for discontinuation, e.g., changes in company strategy, service inefficiency, etc.]. We understand that this may cause inconvenience and we are committed to assisting you during this transition.

Please contact us at [Contact Information] if you have any questions or require further assistance regarding this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]