

IT Service Termination Update

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Update on IT Service Termination

Dear [Recipient's Name],

We are writing to inform you that the termination of our IT services will be effective as of [Insert Termination Date]. This decision has been made following our recent discussions and evaluations of our ongoing needs and requirements.

We appreciate your understanding and collaboration during this transition period. Please ensure that all necessary data and applications are backed up by the termination date. If you have questions or require assistance, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]