

[Your Name]  
[Your Position]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that, effective [Effective Date], we will be ceasing your access to our online publication, [Publication Name]. This decision has been made in light of [reason for ceasing access, if applicable].

If you have any questions regarding this matter, please do not hesitate to contact us at [Contact Information]. We appreciate your understanding and cooperation.

Thank you for your past engagement with our publication.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]