

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Notice of Discontinuation of Software Support Services

Dear [Client Name],

We hope this letter finds you well. We are writing to inform you that, after careful consideration, [Your Company Name] will be discontinuing software support services for [Software Name] effective [Effective Date].

This decision has been made as part of our ongoing efforts to streamline our services and improve overall operations. We understand that this may cause some inconvenience, and we sincerely apologize for any disruption this may cause to your business.

For any inquiries or assistance regarding the discontinuation, please do not hesitate to reach out to us before the effective date, and we will do our best to address your needs.

We appreciate your understanding and trust in [Your Company Name]. Thank you for the opportunity to serve you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]