

# Field Service Termination Notification

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. We are writing to inform you that, effective [termination date], we will be terminating the field services currently provided to [Client's Company]. This decision was made after careful consideration, and we want to ensure a smooth transition for your organization.

We understand the importance of these services to your operations, and we are committed to supporting you during this transition. To assist with the process, we would like to offer the following:

- Access to our team for any questions or concerns regarding the transition
- A detailed report on current projects and outstanding issues
- Recommendations for alternative service providers, if necessary
- A follow-up meeting to discuss any additional support you may need

Please do not hesitate to reach out to us at [Your Contact Information] or [Your Email Address] with any inquiries or for further assistance. We appreciate the opportunity to work with you and wish you continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]