

Sender's Name
Sender's Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that we will be ceasing all marketing services for [Client/Company Name] effective [Date]. This decision has been made after careful consideration, and we believe it is in the best interest of both parties.

We appreciate the opportunity to work with you and would like to ensure a smooth transition. Please let us know if there are any outstanding matters that require our attention prior to the cessation of services.

Thank you for your understanding. Should you have any questions or need further clarification, please feel free to reach out.

Sincerely,
[Sender's Name]
[Sender's Position]
[Company Name]