

# Notice of Discontinuation of Marketing Services

Date: [Insert Date]

To: [Client's Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally inform you that, effective [Insert Effective Date], we will be discontinuing our marketing services for your account.

This decision was not made lightly, and we appreciate the opportunity to have worked together. We believe this transition will allow both parties to pursue new opportunities more aligned with our respective goals.

If you have any questions or require further assistance during this transition, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]