

Service Termination Confirmation

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to confirm the termination of services as requested. Your account with us will officially close on [Termination Date]. We appreciate your business and the opportunity to serve you.

If you have any questions or need assistance during the transition, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]