

Closure of Services Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that [Agency's Name] will be discontinuing its services effective [Closure Date]. This decision was made after careful consideration and is part of our efforts to streamline our operations.

We want to assure you that this closure will not impact any ongoing cases or services currently being provided. We are committed to ensuring a smooth transition and will assist you in connecting with alternative resources.

If you have any questions or need further assistance, please do not hesitate to contact us at [Agency's Phone Number] or [Agency's Email Address].

Thank you for your understanding and support during this transition.

Sincerely,

[Your Name]

[Your Title]

[Agency's Name]

[Agency's Address]