

Notification of Service Discontinuation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that effective [Insert Date], [Agency Name] will discontinue or significantly change certain services, including [Brief Description of Services]. This decision was made after careful consideration and is in line with our current operational capacity and resources.

We understand that this may impact you, and we are here to assist you through this transition. We encourage you to reach out to us or explore alternative resources such as [Alternative Resources/Agencies, if applicable].

If you have any questions or would like further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[Agency Phone Number]