

Service Conclusion Notice

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We are writing to inform you that your services with [Agency Name] will conclude on [Insert Date]. This decision is based on [insert reason, e.g., completion of service plan, lack of engagement, etc.].

We want to take this opportunity to thank you for your participation and engagement in the program. We hope that you have found the services beneficial and that you feel empowered to move forward.

If you have any questions or need further information, please do not hesitate to reach out to our office at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Agency Name]