

Service Termination Letter

Date: [Insert Date]

Client Name: [Client's Name]

Client Address: [Client's Address]

Dear [Client's Name],

We are writing to inform you that, effective [Insert Termination Date], your services with [Agency Name] will be terminated. This decision has been made due to [briefly state reason for termination, e.g., failure to meet program requirements, voluntary withdrawal, etc.].

We understand that this may be difficult news, and we want to assure you that our priority is your well-being. We encourage you to seek alternative support services available in our community. Attached is a list of resources that may assist you during this transition.

If you have questions or wish to discuss this further, please do not hesitate to contact us at [Agency Phone Number] or [Agency Email].

Thank you for allowing us to be part of your journey. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Phone Number]

[Agency Email]