

# Service Termination Notice

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that your services with [Agency Name] will be concluding on [End Date]. This decision is based on [reason for ending services, e.g., completion of goals, lack of eligibility, etc.].

We want to take this opportunity to thank you for allowing us to be a part of your journey. It has been our pleasure to assist you, and we encourage you to reach out if you have any questions during this transition period.

If you need further assistance or resources after this date, we recommend contacting [alternative resource or agency] at [contact information].

Thank you once again for your trust in us. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Contact Information]