

Important Notice: Impending Service Halt

Dear [Customer Name],

We are writing to inform you that due to [reason for service halt], we will be halting our services effective from [date]. This decision was not made lightly and we apologize for any inconvenience this may cause.

During this period, we encourage you to [suggest alternative actions or contacts]. We appreciate your understanding and support as we navigate this situation.

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team at [contact information].

Thank you for your cooperation.

Sincerely,
[Your Company Name]
[Your Position]