

# Service Discontinuation Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We regret to inform you that effective [Insert Effective Date], we will be discontinuing the following service: [Insert Service Name].

This decision has not been made lightly, and we want to assure you that we are committed to a smooth transition during this discontinuation period. We recommend seeking alternative providers for similar services, and we are here to assist you with this process.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]