

Service Discontinuation Notification

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you that your account with us, associated with the account number [Account Number], has been closed as of [Closure Date]. Consequently, all services linked to your account will be discontinued effective immediately.

Please note that any outstanding balance, if applicable, must be settled by [Final Payment Date]. You will receive a final statement detailing any remaining balance shortly.

We appreciate your patronage and support during your time with us. If you have any questions regarding this discontinuation or your final statement, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]