

Newspaper Delivery Termination Notice

Date: [Insert Date]

To: [Subscriber's Name]

[Subscriber's Address]

Dear [Subscriber's Name],

We are writing to inform you that your newspaper delivery service will be terminated effective immediately on [Insert Termination Date]. This decision has been made due to [insert reason, e.g., repeated payment issues, request for cancellation, etc.].

We appreciate your past support and hope that you have enjoyed our service. Should you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Newspaper Name]