

# Client Service Discontinuation Notice

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We hope this message finds you well. We are writing to formally notify you that, effective [Insert Date], we will be discontinuing the [specific service name] service that you have been utilizing.

This decision has been made after careful consideration, and we want to assure you that it was not taken lightly. We genuinely appreciate the trust you have placed in us to serve you.

We recommend that you start transitioning to alternative service providers. Should you need assistance or have any questions during this process, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your understanding. We wish you all the best in the future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]