

Notice of Logistics Service Discontinuation

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to inform you that our logistics services for [specific service or product] will be discontinued effective [discontinuation date]. This decision was made due to [brief reason for discontinuation].

We value your business and want to ensure a smooth transition. Please take note of the following key dates:

- **Last day of service:** [insert last service date]
- **Final invoice date:** [insert date]

We appreciate your understanding and support during this transition. Should you have any questions or require assistance, please do not hesitate to reach out to us at [contact information].

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Contact Information]