

# Service Termination Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you that your service with [Company Name] will be terminated effective [Effective Date].

This decision has been made in accordance with [reason for termination, e.g., policy changes, account inactivity, etc.]. Your final bill will be sent to you shortly, and we kindly ask that any outstanding payments be settled by [Due Date].

We appreciate your business and the trust you placed in us. If you have any questions or need further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]