

Notice of Discontinuation of Commission-Based Service

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 inform you that, effective [insert discontinuation date], we will be discontinuing our commission-based services.

This decision has not been made lightly, and we appreciate the partnership we have built during our time working together. We are committed to ensuring a smooth transition and will be available to assist you with any remaining matters until the discontinuation date.

If you have any questions or need further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and collaboration.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Company Address]
[City, State, Zip Code]