

# Letter of Cessation of Support Services

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of the cessation of support services provided by [Your Company Name] as of [Date of Cessation]. This decision has not been made lightly, and we want to express our gratitude for the trust you've placed in us throughout our partnership.

During the notice period, we will ensure a smooth transition and will be available to address any concerns you may have regarding this change. Please feel free to reach out to us at [Your Contact Information] for assistance.

Thank you for your understanding, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]