

Notification of Discontinuation of Support Services

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that effective [Date], we will be discontinuing our support services for [specific service or product]. This decision has been made after careful consideration and is part of our commitment to providing the best resources and support to our clients.

We understand that this may impact you, and we want to assure you that we are here to assist you during this transition. Please feel free to reach out to us with any questions or concerns you may have regarding this change.

We appreciate your understanding and valued partnership over the years. We are committed to supporting you in any way we can during this period of adjustment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]