

Notification of Termination of Support Services

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you that, effective [Termination Date], the support services provided to you will be terminated. This decision has been made due to [brief reason for termination, e.g., completion of service period, policy changes, etc.].

We appreciate the opportunity to have served you and are here to assist with the transition during this period. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]