

# Termination of Support Services Notice

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

To:

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that, effective [termination date], the support services currently provided to [Recipient's Company/Organization] will be terminated. This decision has been made after careful consideration and we believe it is in the best interest of both parties.

We appreciate the opportunity to have worked with you and your team. Please ensure that any outstanding matters are resolved by the termination date. Should you have any questions or require assistance during this transition, feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]