

[Your Company Letterhead]

Date: [Insert Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that due to [reason for cessation], we will be ceasing our [specific service] effective [cessation date]. This decision was not made lightly, and it comes after careful consideration.

We greatly appreciate your support and loyalty over the years and want to assure you that we are committed to making this transition as seamless as possible. If you have any outstanding questions or need assistance with the transition, please do not hesitate to reach out to our customer service team at [contact information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]