

Service Discontinuation Notification

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you that we will be discontinuing our [specific service or product name] effective [discontinuation date]. We sincerely appreciate your business and the trust you have placed in us.

While we are discontinuing this service, we remain committed to providing you with the highest level of customer service and support. If you have any questions or need assistance during this transition, please feel free to reach out to our customer service team at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]