

Discontinuation of Service Notification

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Dear [Service Provider Name],

We are writing to formally notify you of our decision to discontinue the services you provide to us, effective [Insert Date]. This decision is due to the consistent lack of quality in the services rendered, which has not met the standards we expect.

Despite our previous discussions and attempts to address these concerns, we have not seen the necessary improvements. We value our partnership; however, we must also uphold the quality our business demands.

We appreciate the efforts you have made thus far and wish you the best in your future endeavors. Please let us know if there are any outstanding matters that need to be resolved prior to our official discontinuation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]