

# Service Discontinuation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that, due to inadequate support and failure to meet our agreed-upon service levels, we will be discontinuing our services effective [Insert Discontinuation Date].

This decision was not made lightly, and we have made several attempts to address the concerns regarding the support provided. Despite our efforts to engage with your team for improvement, we have not seen the necessary changes that would allow us to continue our partnership successfully.

We appreciate the collaboration over the past [duration of service], and we wish you all the best in your future endeavors.

Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]