

# Letter of Discontinuation of Services

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address] [City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that, effective immediately, we will be discontinuing our services with respect to [specific activities/services] that have not been approved by our management.

This decision has been made in accordance with our company policy regarding compliance and approval protocols. We take such matters seriously to ensure the integrity and quality of our services.

We value the time we have spent working with you and appreciate your understanding in this matter. If you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your attention.

Sincerely,

[Your Name] [Your Title] [Your Company] [Your Contact Information]