

# Notice of Service Discontinuation

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that due to a significant drop in demand for our services over the past few months, we have made the difficult decision to discontinue certain services, effective [Effective Date].

We truly value the relationship we have built with you and appreciate your support during this time. We want to assure you that this decision was not made lightly, and we have thoroughly considered all possible alternatives.

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team at [Contact Information]. We will do our best to accommodate your needs during this transition period.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]