

Service Project Discontinuation Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of the decision to discontinue the [Project Name] effective [Discontinuation Date]. This decision was not made lightly, and we appreciate the efforts and resources that have been dedicated to this project.

The reasons for this discontinuation include [briefly outline reasons, e.g., lack of resources, changes in organizational direction, etc.]. We believe that this decision will allow us to refocus our efforts and work more effectively on other important initiatives.

We want to take this opportunity to express our gratitude for your support and collaboration throughout the duration of this project. Your contributions have been invaluable, and we remain committed to maintaining our relationship as we move forward.

If you have any questions or require further information regarding this decision, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]