

Service Project Termination Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the termination of the [Project Name] service project effective [Termination Date]. This decision has been made due to [briefly explain reasons, e.g., changes in organizational priorities, funding issues, etc.].

We would like to thank you and your team for your partnership and support throughout this project. It has been a valuable experience working together, and we appreciate the contributions made by all stakeholders involved.

In the coming weeks, we will ensure a smooth transition and completion of any outstanding tasks. Please feel free to reach out if you have any questions or require further information.

Thank you once again for your collaboration and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]