

Discontinuing Services Notice

Date: [Insert Date]

To: [Client Name]

Address: [Client Address]

Dear [Client Name],

We regret to inform you that we will be discontinuing our services with you effective [Insert Date]. This decision was not made lightly, and we would like to extend our sincerest gratitude for the trust you have placed in us.

Your final invoice, which includes charges up until [Insert Date], will be sent to you by [Insert Date]. We kindly ask that all outstanding payments be settled by [Insert Due Date].

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]