

# Service Discontinuation Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that, effective [Insert Effective Date], we will be discontinuing the following service: [Insert Service Name].

This decision has not been made lightly, and we want to assure you that we are committed to delivering quality services until the discontinuation date. We encourage you to transition to other available options, and our team is here to assist you with this process.

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 and for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]