

Notice of Service Shutdown

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you that [Service Name] will be discontinued effective [Shutdown Date]. This decision was made after careful consideration and evaluation of our offerings.

We want to thank you for your support and usage of our service. Please take note of the following important details regarding the shutdown:

- Last day of service operations: [Shutdown Date]
- Final billing details: [Details]
- How to retrieve your data: [Instructions]

If you have any questions or concerns, please do not hesitate to contact our customer service team at [Contact Information].

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Company Name]