

# Service Discontinuation Notice

Date: [Insert Date]

Dear [Customer's Name],

We regret to inform you that, effective [Insert Effective Date], we will be discontinuing our [Insert Service Name] service.

This decision was not made lightly and stems from [brief reason for discontinuation, e.g., "a shift in our business strategy" or "operational challenges"]. We sincerely appreciate your support and understanding during this time.

We encourage you to take the following steps:

- Review any remaining services or subscriptions.
- Contact our support team for assistance with transitioning to alternative services.

Should you have any questions, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]