

# Service Termination Notification

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that we will be terminating the service provided to you, effective [insert effective termination date]. This decision was made after careful consideration and is in accordance with our terms and conditions.

We appreciate the opportunity to have served you, and we encourage you to reach out to us if you have any questions regarding this termination.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]