

# Service Withdrawal Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your service [Service Name] will be withdrawn effective [Effective Date]. This decision has been made due to [Reason for Withdrawal].

If you have any questions or need assistance regarding this matter, please do not hesitate to contact us at [Contact Information].

We appreciate your understanding and thank you for your past patronage.

Sincerely,

[Your Name]

[Your Position]

[Your Company]