

Service Discontinuation Notice

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

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 [Insert Service Name] provided to you.

This decision was not made lightly, and we sincerely appreciate your understanding as we transition away from this service. We encourage you to make alternative arrangements and will be happy to assist you in this process.

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

Thank you for your understanding and for trusting us with your needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]