

Notice of Service Discontinuation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that, effective [discontinuation date], [Your Company Name] will discontinue the following service(s):

- [Service 1]
- [Service 2]
- [Service 3]

This decision has been made due to [brief explanation of reason for discontinuation, if applicable]. We apologize for any inconvenience this may cause and appreciate your understanding.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]